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ABSTRACT

Intended for students studying information resources units at Kuring-gai College of Advanced Education, this coursebook examines the nature of information, its generation, and the categories and characteristics of various formats of information resources available. Designed as an introduction to sources of brief factual information, the document contains sections on dictionaries; encyclopedias; handbooks, manuals, and yearbooks; and directories. For each type of resource examined, the characteristics are given and titles are listed as examples, concentrating on Australian resources but also including works of British and American origin. Appropriate evaluation criteria are discussed and effective means of use are described. Student activities involving independent study and work in class, both on individual and group bases, are included. (THC)

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SOURCES OF BRIEF

FACTUAL INFORMATION

by

Janine Betty Schmidt
and
Barbara Poston Anderson

Reprinted with corrections

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Janine Schmidt
Barbara Anderson

January 1983

PREFACE

The programmes in library and information work at the School of Library and Information Studies are based on the following premise:

> *Librarianship is the art and science of relating information resources to users through information methods, and comprises three main areas of study:*
>
> *Information Users*
> *Information Resources*
> *Information Methods*

This book is intended primarily for students studying Information Resources units at this College. These units examine the nature of information, its generation, and the categories and characteristics of various formats of information resources available. Information resources include books, periodicals, newspapers, pictures, data bases, films, audio and video tapes, reports, teletext, and realia. Emphasis is placed on the evaluation of such resources and means of their effective use. Studies also include the selection of resources appropriate for a given situation, subject, or type of user and concepts of collection building. This work is designed as an introduction to sources of brief factual information, a section of the first unit taught in Information Resources. Standard texts on this subject published overseas do not include Australian materials, and this book has been prepared with the Australian context in mind. It is hoped that students in other library schools in Australia will find it useful, as will any person wishing to know more about sources of information.

The range of sources of brief factual information is examined. For each type of resource examined, the characteristics are given and titles listed as examples, concentrating on Australian resources but also including works of British and American origin. Call numbers at the Kuring-gai College Resources Centre are included for titles held by the Centre. Appropriate evaluation criteria are discussed and effective means of use described. Student activities involving independent study and work in class, both on individual and group bases are included. An instructor using this work may use the activities for student involvement, or replace them with alternative strategies.

This work is the result of the experience of several years teaching, and attempts to provide teaching materials suitable for use by students in Australian library schools. It will be revised and updated with new developments in the information environment, and improved as knowledge of resources and of the information seeking process becomes more extensive.

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Chapter 1

INTRODUCTION

Factual Questions

According to the 1980 Annual Report of the Library Council of New South Wales, the State Library of New South Wales answered 30,973 enquiries by phone or letter during that year. Among the questions asked were:

- What is Cobenium?
- When were braces on the teeth first used in England?
- Does the Library have old, close-up photographs of fly-blown sheep?
- What years was R & R in Australia?
- What quotation is written over the entrance to the Victoria and Albert Museum?
- What overseas companies have an active interest in Australian mining companies?
- Who said "Had I been present at the creation I would have given some useful hints for the better ordering of the universe?"

Most of the requests sought factual information. Many enquiries of this type can be satisfied by a single, usually uncomplicated, and comparatively brief answer. Many questions seeking factual information can be answered in a few minutes by an experienced information worker. The answer may be one word, or consist of several pages of text. However, some apparently simple questions may take hours of research to locate a suitable answer, and the answer itself may be complicated and lengthy. Questions seeking brief factual information are often referred to as "ready referemce" enquiries, and they constitute a large proportion of questions asked in libraries.

Most questions seeking factual information usually begin with the words *Who...? What...? Where...? When...? Why...? How...?* Questions can be categorized according to the type of information required. Some of these categories are:

Addresses
Biographical details
Current events
Dates
Definitions
Events
Explanations

Illustrations
Locations
Methodology
Names
Properties or characteristics
Quotations
Rules
Statistics

Search Process

An enquirer seeking information first formulates a question, probably tries to find the answer himself, and then puts it to an information worker. The information worker clarifies the enquiry with the user, establishes the precise requirements, searches possible sources, and provides the enquirer with an appropriate answer. This sequence of events has become known as the "search or reference process". On the surface, it is a simple procedure - someone asks a question and another person helps find the answer. However, underlying this apparently straightforward encounter, is a complex interaction of enquirer, information worker, and information sources, and to help us handle enquiries, it is useful to analyze the process in some detail. There are four main activities in the reference process:

Question negotiation
Question analysis
Search strategy
Answer selection

Question negotiation takes place in the reference interview, when an information worker elicits from the client the exact nature of the enquiry, establishing who the questioner is, what the real question is about, why the information is required, what sources may already have been consulted, how much information is required and when it is required.

Question analysis involves determining the subject of the enquiry, the meaning of terms used, the type of information required and any possible limitations. Question analysis and question negotiation are frequently carried out at the same time. The search strategy then commences. The information worker matches the subject of the enquiry with his own knowledge of resources available, selects an appropriate type of resource, locates a particular title, and then searches it to locate the required answer. Answer selection involves a comparison of the various answers in a number of sources, and the choice of the most appropriate and accurate. It may also involve some analysis and synthesis of the information located. To successfully complete the search process, the information worker requires knowledge of users and of resources, and skills in areas like communication, analysis and evaluation.

To design an effective search strategy, an information worker must know what resources are available, be able to identify, select and evaluate the resources most suitable for particular enquiries, and know how to access those resources efficiently.

Sources of brief factual information

Enquiries like "How long is the Sydney Harbour Bridge?" or "When is the Princess of Wales' birthday?" may be answered by individuals, like the toll collector on the bridge, or the Honourable Mrs. Shand Kydd, the Princess of Wales' mother, or experts on bridges or twentieth century royalty. The answers may also be found in books on bridges of the world, or the life and loves of Prince Charles; in magazine or newspaper articles; in films or television documentaries. However, there are certain information resources which are designed specifically to facilitate the retrieval of such facts.

These types of resources are often called reference books or ready-reference materials. This book refers to them as 'sources of brief factual information' and includes such works as dictionaries, encyclopaedias, handbooks, manuals, yearbooks, and directories.

They are usually shelved separately from others in a collection, and are often located in a "reference" collection or section of a library or information agency.

The main difference between these resources and others may be in arrangement or format. Sources of brief factual information usually condense and synthesize information from a wide variety of sources, re-arrange it systematically and provide means of speedy access to the contents. By their arrangement, subject treatment, and provision of aids to use they are designed for retrieval of specific facts.

For the most part, these resources are not meant to be read consecutively, but rather consulted for specific items of information. The distinction becomes clear if you contemplate the choice of reading either Tolkien's The Hobbit or The Australian Encyclopaedia cover to cover. For an evening's relaxation the fate of Bilbo Baggin's quest seems more appealing. However, to find the specific highlights of the development of theatre in Australia, an encyclopaedia article will be a good introduction. (Although most people would agree with this assessment, it is reported that one Dutch-American journalist named Passeen read from cover to cover all twenty-four volumes of an earlier edition of The Encyclopaedia Britannica!)

These sources as well as providing the answers to quick enquiries are also useful for answering complicated and detailed questions requiring many hours of work where first factual details like definitions of terms must be checked. For example, to answer the enquiry "How does a forage harvester work?", one must first know what a "forage harvester" is.

With experience, an information worker develops different strategies for different types of enquiries, is able to match an enquiry with an appropriate source easily and quickly, and establishes priorities for the consultation of resources. A dictionary is frequently consulted first to check the definition. For example, a forage harvester is "a machine to cut, or pick up, chop, or lacerate fodder and deliver it to a vehicle".

An encyclopaedia will give more details and greater depth than a dictionary. The World Book Encyclopedia gives an outline of the workings of the harvester. A handbook, manual, yearbook or directory gives brief details. To continue with the example of the harvester, How things work: the universal encyclopedia of machines provides a detailed explanation including diagrams. The differences between these categories of resources are not always clear. A dictionary may be very like an encyclopaedia. A handbook may contain similar details to an encyclopaedia. There is no clear dividing line. It is the intentions of the creators of these resources which are different. They are aimed at different types of users, for example children or adults, at different levels, for example scholarly or amateur, and are meeting different purposes or needs, for example an overview or a brief introduction. There are user-imposed limitations in selecting appropriate resources which must be kept in mind. These are the level of difficulty, the quantity of detail required, the time span, and the language. On a practical note, it is not only the user who sets limitations. Inadequate collections will affect the availability and choice of resources.

Until recently, personal and printed resources have been the major sources of brief factual information. However, machine-readable data bases now have been developed which store brief factual information which can be speedily and easily retrieved by computerized means. One encyclopaedia has been made available in a machine-readable format on a trial basis, and directory type information, details of addresses, personnel, and profits of business organizations and companies has been stored in machine-readable files. Videotext systems like Prestel and Seventext also record this type of information. A decade from now sources of brief factual information may well be available in computerized rather than print formats.

Famous First Facts
Kane
Australia 1980
KOMPASS
THE STATESMAN'S YEAR-BOOK edited by John Paxton
COLLINS ENGLISH DICTIONARY
L-Z
WORLD ATLAS
EDITED BY PETER HALL
GUINNESS BOOK OF RECORDS

This book deals with print sources of brief factual information. The next chapter outlines evaluation criteria which can be applied to all resources. Thereafter each chapter examines one category of sources of brief factual information. Characteristics of the resources are outlined, and examples listed. Opportunities are provided for using the resources through activities and exercises, and further reading suggested. Titles listed in each category are not meant to be comprehensive, but representative. The focus of this book is on the resources. An examination of the search or reference process itself is not within its scope.

Further Reading

DAVINSON, Donald. Reference service. London, Bingley, 1980.

DOYLE, James M. and GRIMES, G.H. Reference resources: a systematic approach. Metuchen, N.J., Scarecrow Press, 1976.

HIGGENS, Gavin. ed. Printed reference material. London, Library Association, 1980.

KATZ, William A. Introduction to reference work. 3rd ed. 2 vols. New York, McGraw-Hill, 1978.

Chapter 2

EVALUATION CRITERIA

Description and Evaluation

To answer an enquiry satisfactorily, an information worker must be able to evaluate the resources being consulted. You may have difficulty distinguishing between the processes of description and evaluation when they are applied to the analysis of information resources. In discriminating between the two, it is useful to remember that description is essentially objective, and non-judgmental, whereas evaluation results from critical and analytical judgment. For example, we could say that the non-fiction book, Tracks by Joy Davidson, tells the story of her trek through the deserts of central Australia with four camels and a dog; is 22cm. tall; has 256 pages; and was published in 1980. All of these comments, relating to either the book's content or physical characteristics, are descriptive. On the other hand, we could say of the same book: it is a startling, hair-raising, and moving account of a woman's search for meaning; it is the best book of its kind; the photographs are realistic and effectively portray scenes from the journey; the binding is sturdy; and the type size is excellent for casual reading. All of these statements involve a critical judgment and are evaluative.

Inevitably the two processes overlap, for description is an essential first step in evaluation. For example, if we say that an information resource is badly arranged, and cite evidence to prove our point, we are using description to support our evaluation. In other words, describing an information resource, or describing some aspects of it, often provides the evidence upon which evaluation is based. This book concentrates primarily on evaluating information resources - that is, on assessing to whom, or for what, they are useful, and how well they fulfill the functions which their authors or publishers intended.

In the following chapters the most important criteria for evaluation have been selected for each category of information resource, and are discussed in detail. The evaluation criteria have been selected from the following list:

A .... Authority
P .... Purpose, Price
P .... Physical format, Pictures
A .... Arrangement
R .... Recency
A .... Accuracy and Appropriateness
T .... Treatment
U .... Use
S .... Scope

The criteria can be referred to by the mnemonic APPARATUS, which is a useful way of remembering the criteria to be considered in evaluation.

APPARATUS

A AUTHORITY. The authority, reputation or standing of both the author(s) and the publisher should be examined. The author may be one individual, several individuals, an organisation or an editorial board. The qualifications of the author and their appropriateness to the subject covered should be established. Read the introduction, and check biographical sources if the qualifications are not listed. Where many individuals are involved in the production of sources, for example, an atlas, the publisher's authority will be more important.

P PURPOSE, PRICE. The purpose, or WHY a work has been written and WHAT it is trying to achieve, must be determined. A quick reading of the introduction or preface should reveal this information. The publisher's notice or the book jacket may be helpful also. The evaluative question must be posed: "Has the author fulfilled the purpose?" Scan the text, trying to determine if the work does all it purports to do.

The element of price in evaluation involves assessing whether the resource is worth the money. Purchasers of information resources must consider not only the excellence or usefulness of the resource, but also whether it represents good value for money and what proportion of the available funds it will consume. In evaluating the physical appearance and attractiveness of resources, remember that improvements might increase the price and reduce the market. The high price of an item does not necessarily guarantee its usefulness. An inexpensive pamphlet may be more useful than an expensive encyclopaedia.

P PHYSICAL FORMAT, PICTURES. Binding and paper should be examined for colour, quality and durability. Materials which encounter heavy use require durable bindings and covers. Print size, typeface, page-layout, style of headings and size of margins should be checked for legibility, attractiveness, and suitability for intended use and user. Books intended for children and older people require a larger type size, and generous margins.

In certain resources, pictures or illustrations are important. When included, they should be up-to-date, clear, well-captioned, suitably located, preferably in colour, and of an appropriate size to complement the textual material. Ask the question, 'Do they enhance the text?' Similar evaluation criteria apply to diagrams, tables, maps and charts.

A ARRANGEMENT. Sources of brief factual information should be arranged in a way which facilitates quick access to the information they contain. They should be systematically arranged - for example, alphabetically by author or subject or topic, or chronologically. Unless completely self-explanatory, clear and succinct instructions for use should be included. As well as the arrangement of the entire work, arrangement within sections should be examined - for example, the way in which lengthy articles in encyclopaedias are divided.

The inclusion of an index, the position and arrangement of the table of contents and other sections may be vital for the effective use of a resource. Terminology employed in the index should reflect the search terms users are most likely to utilise. Cross references may also be necessary. (Note that in some resources cross references are found in the text rather than in the index). The lack of an index or the provision of one which is adequate may prevent the retrieval of the contents of a work. To judge the effectiveness of the index, read a section of the text, and then try to locate the appropriate entries in the index.

R RECENCY, REVISION. The up-to-dateness and currency of sources of brief factual information is vital. The date of publication should always be examined, and the actual contents of the work compared with this date. Also, the dates of material included in bibliographies can be useful for checking how up-to-date a particular work is. Be careful in evaluating on this basis, however. For a particular topic a work published in 1960 may still in 1980 be the most recent authoritative work. Sometimes indirect evidence, such as style of dress in illustrations, provides a clue. Information on topics like science and politics increases and changes so rapidly that a resource must be as up-to-date as possible. However, resources dealing with other subjects like history may not date as rapidly. There is frequently a delay of at least six months and possibly two years, between collection and organisation of material and publication. Check the introduction for information on how the resource will be updated. This might be by the publication of new editions, by continuous revision (each reprint contains a percentage of new material), or by the issue of inserts or cumulations.

A ACCURACY AND APPROPRIATENESS. Determining the accuracy of the content of information resources is often difficult. Checking the treatment of a familiar subject, seeking advice from specialists, or reading published reviews will all help. The authority of the author(s) or publisher will also be a reasonable guarantee of accuracy.

Two additional factors to consider when examining a resource for accuracy are objectivity and bias. If a resource presents all viewpoints on a topic, it is considered to be an objective presentation. Even if a resource adopts certain cultural, geographic, ideological, intellectual, practical or moral viewpoints, it need not be thought of as biased IF these emphases are fully stated. For example, an encyclopaedia designed for the American market may devote considerable space to American affairs and history. Some sources even adopt a more obviously particular viewpoint - for example, the *Great Soviet encyclopedia* interprets events from a communist viewpoint, whereas *The new Catholic encyclopedia* gives a Catholic interpretation. Provided that such emphases are fully acknowledged, they do not constitute bias and are not legitimate grounds for condemning the resource. However, an acknowledged emphasis may make a resource unsuitable for a particular purpose, for example an American handbook of etiquette in an Australian library.

Bias, then, is *unacknowledged* emphasis on a particular viewpoint or culture. In addition, the silent suppression of alternative viewpoints or interpretations constitutes bias. An example of this would be an encyclopaedia which claimed to be universal but ignored third world countries, or claimed to be non-sectarian but did not mention alternative viewpoints on moral issues.

T TREATMENT. An information resource may treat a subject at various levels. For example:

(1) At a *popular* level, aimed at the *general interest* reader.

(2) At a *scholarly* level, aimed at the *specialist* user.

(3) At a *simplified* level, aimed at the *juvenile* reader, or new reader.

The level of treatment is indicated by language (words used and grammatical construction), style (popular, scholarly or technical), complexity of verbal concepts, complexity of visual images and use of technical terms.

U USE. This criterion is linked with the previous one, TREATMENT, in that the intended use will determine the level of treatment of the material. When examining a resource, ask the following questions:

- Who will use the resource?
- For what purpose will the resource be used?
- What kinds of questions could it be used to answer?

S SCOPE. The *broad scope* of an information resource includes:

- The subject topics or areas it covers.

- The *completeness of subject coverage*.

Narrow scope refers to the scope of individual entries within a resource. How much information does each entry include? Does each entry have the same inclusions and format?

Key points

Several key points should be stressed in evaluation. These criteria do not constitute rigid categories but often overlap. For example, scope cannot always be separated from purpose, treatment, or use.

When evaluating any given item, not all criteria may apply equally. One must ask, "Which criteria are relevant?" In other words, establishing priorities is necessary. Different criteria will assume priority for different categories. For example, 'recency' is most important in a Year Book. Some criteria may need to be disregarded under special circumstances. This might be true of a book on the local history of a Sydney suburb even if it is of poor quality in physical format or arrangement. It may be the only item available on this subject.

Finally, just because a resource is placed in a library or information centre's 'reference' collection, does not mean that it will be accurate. Even the New Encyclopedia Britannica has its faults - one of which was, at the time of its publication, listing the wrong Prime Minister for Australia. For this reason, it is essential to double-check all answers to queries in several sources wherever possible.

These evaluation criteria are examined in more detail for each category of the sources of brief factual information which are discussed in the succeeding chapters.

Chapter 3

SOURCES ABOUT WORDS - DICTIONARIES

Samuel Johnson, otherwise known as "Dictionary Johnson" or "The Great Lexicographer", once said, "Dictionaries are like watches, the worst is better than none, and the best cannot be expected to go quite true". This statement is as relevant today as it was in Johnson's 18th century England. Life without a dictionary - even though it be just a $3.95 pocket edition, would be difficult for many of us. Writing papers, reading books, composing letters, even interpreting cookbook instructions, not to mention arguments over a word's spelling and pronunciation - all may provide the impetus for consulting a dictionary.

Yet, even at its best, a dictionary cannot possibly answer all questions concerning words, for language is constantly changing. To note just one recent word meaning shift, consider the term "chauvinism" which meant no more than "blind patriotism" before it acquired an entirely new dimension from the Women's Movement. We must accept the fact that new terms daily enter current usage - even though they may not appear yet in dictionaries. The Weekend Australian, January 17-18, 1980, reported the following "newords":

canberrate	to make a pronouncement affecting the lives of many others
lemon-charged	a tendency to explode at inopportune moments
vinity	wine snobishness

These words will not be found in any dictionary.

Everyone is familiar with dictionaries, but not everyone uses a dictionary effectively. This chapter gives some of the characteristics of dictionaries to facilitate better use.

Definitions and Characteristics

Gates provides a functional definition for dictionaries in Guide to the use of books and libraries 4th ed. (New York: McGraw-Hill, 1979) p.83.

> *"A dictionary is ... a collection of words in which each word is treated as to pronunciation, derivation, usage, meaning and syllabification"* and *"may give synonyms, antonyms, illustrative quotations, maps and plates, biographical facts, and geographical information".*

The Encyclopedia of library and information science, vol.7, p.170, presents another definition.

> A dictionary is *"any work whose systematically arranged contents explain the meaning of words and phrases in a language or group of languages and may, in addition, throw a light on their etymology, development, pronunciation, usage and other linguistic attributes"*. The term may also *"describe compendia devoted to the explanation of trades, professions, and cultural topics"*.

A humorous definition taken from Dictionary of Australian humorous quotations and anecdotes provides another approach. (Melbourne, Macmillan, 1974) p.1.

> A dictionary is *"a guide to the spelling of words provided you know how to spell them"*.
>
> Anon

Be aware that these definitions are basic and a number of variations on the pattern exist. One example is Bernstein's Reverse Dictionary, where a person looks up the meaning to find the word (e.g. look up "awkward rustic" to find "bumpkin").

A more subjective viewpoint on dictionaries was taken by Ambrose Bierce, who wrote: "The dictionary is a malevolent literary device for cramping the growth of language and making it hard and inelastic". This remark reflects a controversy concerning dictionaries which has raged for several centuries. Should they be prescriptive, dictating proper language usage OR should they be descriptive, merely serving as a record of language as it is spoken? The following examples highlight the basic difference in approach.

Samuel Johnson's 1755 Dictionary of the English language was commissioned by London booksellers to be an "immutable standard" of "correct" English - to "preserve the purity of the idiom and save it from vulgar corruption". On the other hand, the American heritage dictionary, published in 1975, was banned from the primary schools of Anchorage, Alaska, because, according to the school board, it contained "definitions of vulgar, slang words" that are "far better left in the gutter". (To validate this point, consult definitions for some of your favourite oaths.) Obviously, Johnson's instructions were to create an authoritative standard for language usage (prescriptive), whereas the intent of the second dictionary was to describe language usage as it existed (descriptive). Prescriptive approaches to dictionaries were dominant until this century, but the descriptive approach is now more common. However, any codification of verbal communication must inevitably standardize the language. Language is a living entity constantly changing.

The compilers of any dictionary must decide what words to include. They usually start with dictionaries which already exist and update and expand them by searching for new words in newspapers, popular magazines and scholarly journals, as well as checking for new uses of old words. Some types of words which give problems to makers of dictionaries are:

place-names
personal names
scientific and technical terms
slang
foreign language terms
archaic and obsolete words
new words - usage not yet fully determined

Dictionaries have become known for their arrangement, and many sources use a "dictionary arrangement". There are basically two methods of alphabetizing used in a dictionary. These are word by word and letter by letter.

Word by word	NEW BRITAIN	Each word filed in sequence
	NEW GUINEA	
	NEWBORN	
	NEWCOMER	
Letter by letter	NEWBORN	Each letter filed in sequence, ignoring different words
	NEW BRITAIN	
	NEWCOMER	
	NEW GUINEA	

Although a dictionary is basically a list of words in alphabetical order, there are many facts we can expect to learn about a word by looking it up in a general English dictionary.

The following details about a word may be included in a dictionary:

1. Spelling with preferred variants.
2. Syllabification, meaning word division.
3. Pronunciation.
4. Grammatical indicator or part of speech.
5. Inflected form.
6. Etymology or origin.
7. Definition
8. Synonyms or antonyms.
9. Illustrative quotations showing how the word is used.
10. Usage labels indicating whether the word is slang, obsolete, or used in a particular country.
11. Graphic materials, such as pictures and diagrams.
12. Abbreviation.

Of course, not all dictionaries contain the same details for every word. Some may provide more historical background, or even delete some of the above mentioned categories. Others may arrange the items differently. For example, dictionaries intended for general use often place all detailed etymological information at the end of the entry, while dictionaries noted for their comprehensive historical background on words, such as the Oxford English Dictionary, place this information first. For these reasons it is essential that libraries and other information agencies acquire a variety of dictionaries aimed at all levels to meet varying user needs.

Use

A dictionary may be used for the following reasons:

(a) how to spell a word
(b) how to use a word
(c) how to pronounce a word
(d) to find the meaning of a word
(e) to find a synonym or antonym for a word.

When dealing with enquiries about words or expressions, more than one dictionary will frequently be consulted to provide details most suitable for a particular user or type of enquiry. It is useful to check both a general dictionary, and one specifically related to the subject of an enquiry. A dictionary is the first source consulted with many enquiries, to clarify terms and determine the subject of the enquiry before proceeding to other sources which will provide a more detailed answer.

Webster's Seventh New Collegiate Dictionary
DICTIONARY OF Pronunciation
WORLD BOOK
A-K
ACRONYMS, INITIALISMS, & ABBREVIATIONS DICTIONARY
BARTLETT'S
John Bartlett
LITTLE BROWN

Types of Dictionary

This section provides a brief overview of the various types of dictionary and lists representative examples of each. Those listed are only a few of the many examples which could have been given for each category.

(i) General English Language Dictionaries

A general language dictionary provides information about commonly-used words and phrases in a particular language and may either set standards for correct usage or record commonly accepted usage. General language dictionaries may be comprehensive or selective in their coverage. Selective dictionaries are often called 'concise' or 'desk' dictionaries. They are often abridgments of comprehensive dictionaries. Some well-known examples of general English language dictionaries are:

Chambers twentieth century dictionary. Revised ed. Melbourne, Lothian, 1977.	
The Concise Oxford dictionary of current English. 6th ed. Oxford, Clarendon Press, 1976.	R423 Con 1964 5th ed
Funk and Wagnalls standard dictionary of the English language. International ed. 2 vols. N.Y., Funk and Wagnall, 1974.	R423 FUN 1-2
Random House dictionary of the English language. New York, Random House, 1973.	
The Shorter Oxford English dictionary on historical principles. 3rd ed. 2 vols. Oxford, Clarendon Press, 1973. - Abridgment of OED.	R423 LITT 1973
Webster's third new international dictionary of the English language, unabridged. 2 vols. Springfield, Mass., Merriam, 1971.	R423 WEB 2
The world book dictionary. 2 vols. Chicago, Field Enterprises, 1975.	R423 WOR 1-2

(ii) Illustrated Dictionaries

Photographic illustrations, line drawings or graphs can often demonstrate effectively the meaning of a word and visually represent complexities not easily described verbally. Many dictionaries include illustrative diagrams and drawings, but some are particularly outstanding in this regard. Two well known examples are:

The American heritage dictionary of the English language. Boston, Houghton Mifflin, 1978.	R423 A1
The new Oxford illustrated dictionary. 2 vols. Melbourne, OUP, 1978.	A423 NEWO

A type of illustrated dictionary, often called a picture dictionary, is intended for use with children. Examples are:

EASTMAN, P.D. The cat in the hat beginner book dictionary. New York, Random House, 1964.

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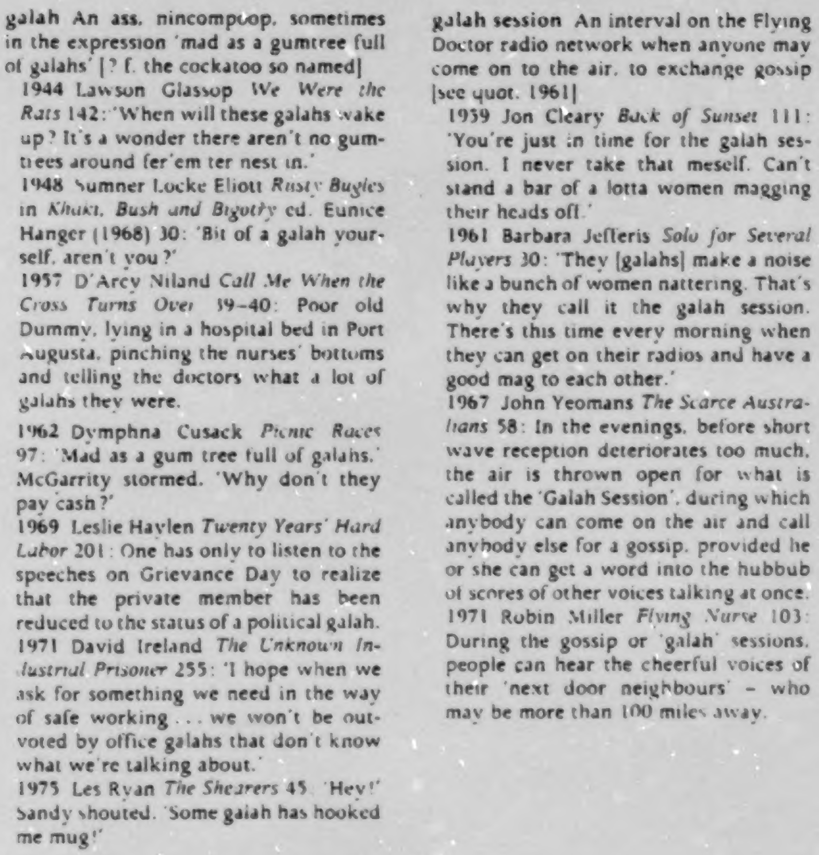
SCARRY, R. Picture dictionary. London, Collins, 1976.

(iii) Slang Dictionaries

Many general language dictionaries exclude slang, or only include well established slang expressions. However they are a part of the spoken language in any country and most modern dictionaries include most slang expressions. Several dictionaries have evolved which cover this area specifically. A dictionary of Australian colloquialism demonstrates this resource's approach to recording the history of slang terms and phrases by means of examples of usage.



galah An ass, nincompoop, sometimes in the expression 'mad as a gumtree full of galahs' [? f. the cockatoo so named]

1944 Lawson Glassop *We Were the Rats* 142: 'When will these galahs wake up? It's a wonder there aren't no gumtrees around fer'em ter nest in.'

1948 Sumner Locke Eliott *Rusty Bugles* in *Khaki, Bush and Bigotry* ed. Eunice Hanger (1968) 30: 'Bit of a galah yourself, aren't you?'

1957 D'Arcy Niland *Call Me When the Cross Turns Over* 39–40: Poor old Dummy, lying in a hospital bed in Port Augusta, pinching the nurses' bottoms and telling the doctors what a lot of galahs they were.

1962 Dymphna Cusack *Picnic Races* 97: 'Mad as a gum tree full of galahs.' McGarrity stormed. 'Why don't they pay cash?'

1969 Leslie Haylen *Twenty Years' Hard Labor* 201: One has only to listen to the speeches on Grievance Day to realize that the private member has been reduced to the status of a political galah.

1971 David Ireland *The Unknown Industrial Prisoner* 255: 'I hope when we ask for something we need in the way of safe working . . . we won't be outvoted by office galahs that don't know what we're talking about.'

1975 Les Ryan *The Shearers* 45 'Hey!' Sandy shouted. 'Some galah has hooked me mug!'

galah session An interval on the Flying Doctor radio network when anyone may come on to the air, to exchange gossip [see quot. 1961]

1959 Jon Cleary *Back of Sunset* 111: 'You're just in time for the galah session. I never take that meself. Can't stand a bar of a lotta women magging their heads off.'

1961 Barbara Jefferis *Solo for Several Players* 30: 'They [galahs] make a noise like a bunch of women nattering. That's why they call it the galah session. There's this time every morning when they can get on their radios and have a good mag to each other.'

1967 John Yeomans *The Scarce Australians* 58: In the evenings, before short wave reception deteriorates too much, the air is thrown open for what is called the 'Galah Session', during which anybody can come on the air and call anybody else for a gossip, provided he or she can get a word into the hubbub of scores of other voices talking at once.

1971 Robin Miller *Flying Nurse* 103: During the gossip or 'galah' sessions, people can hear the cheerful voices of their 'next door neighbours' – who may be more than 100 miles away.

Some examples of well known slang dictionaries are:

LANDY, E.E. The underground dictionary. London, MacGibbon and Kee, 1971. R427.09 LAN 1

PARTRIDGE, E. A dictionary of slang and unconventional English, 8th ed. 2 vols. London, Routledge and Kegan Paul, 1974. R427.003 PAR 1

WILKES, G.A. A dictionary of Australian colloquialisms. Sydney, Sydney University Press, 1978. R427.994 WILK

(iv) Regional and Dialect Dictionaries

The same word can have different meanings, and different pronunciations, in different parts of the English speaking world. Words like "gas", "first floor", "root", "tea" and "return" have different meanings in different parts of the English speaking world. Regional dictionaries are guides to the language spoken in a particular country or region, and to the ways in which it differs from variants of the same language spoken elsewhere. This question is important in Australia, because English and American dictionaries do not always include Australian usage, and there have until recently been few authoritative dictionaries of Australian English.

A new dictionary has been published in Australia, the Macquarie dictionary, which attempts to provide for Australians a comprehensive view of Australian English as opposed to other forms of the English language. The following excerpt from The Sydney Morning Herald of September 24, 1981, page 7, illustrates its significance:

> Thomas Keneally in an article entitled "Dictionary puts bluetongues, dipthongs in their place" writes:
>
> ...Last Saturday at a Sydney football ground, I saw two boys of about 10 kicking a football to each other. After catching a punt, one of them said to the other, "Hang on, I want to go to the dunny."
>
> It was like being at Pratten Park or Kogarah Oval in the 40s. Not all those weekly hours of watching MASH and The Brady Bunch had taught the child to say, "Hold it, I have to go to the john."
>
> The time has come for the child - both in his idiom, his vowels, his dipthongs - to be honoured for his linguistic impenitence. This week, an Australian dictionary appeared.
>
> If at first hearing this does not sound like a significant event, let me be quick to say that The Macquarie Dictionary - as it is called - will, for the first time, declare that Australian English is not a bastard convict but a legitimate heir.

As the linguists who prepared it claim, it is the first reference dictionary in which "all the pronunciations, all the spellings, and all the definitions of meaning are taken from the use of English in Australia, and in which Australian English becomes the basis of comparison with other national varieties of English."

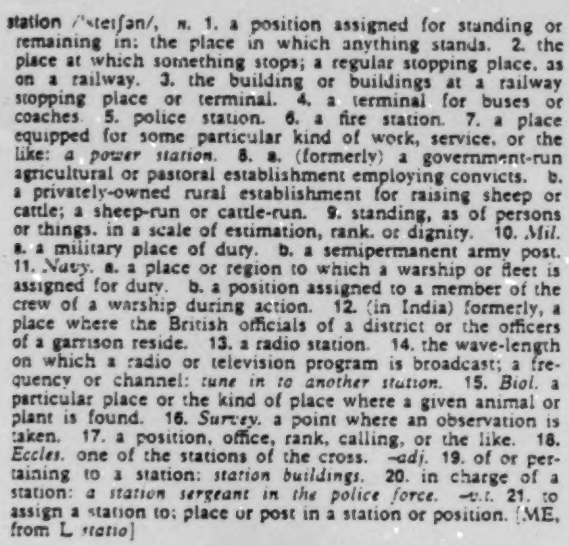
It is not merely a dictionary of Australian slang - the Bondi tram, which shoots through in the idiom of most people over 35, is there, but it shares the same page as bonne femme, a French cooking term in currency among our cuisine-crazed middle class. The Macquarie is in fact an attempt to show the way English is used in Australia, in all the complexities of Australian society, in politics, newspapers, science, the arts.

Arthur Delbridge, the editor-in-chief, says in an introduction to the dictionary that while many English words in world-wide use have constant meanings, there are others which have Australian usages not catered for by the great dictionaries of the English-speaking world, the Oxfords and the Websters.

He mentions station, yard, track, house, terrace, flat.

"This dictionary," he says, "tries to do justice to the distinctiveness of Australian usage."

To illustrate the point that the 'English' language has many forms, compare the entries from the American heritage dictionary and the Macquarie dictionary for the word 'station'.



station

station /ˈsteɪʃən/, *n.* 1. a position assigned for standing or remaining in: the place in which anything stands. 2. the place at which something stops; a regular stopping place, as on a railway. 3. the building or buildings at a railway stopping place or terminal. 4. a terminal for buses or coaches. 5. police station. 6. a fire station. 7. a place equipped for some particular kind of work, service, or the like: *a power station.* 8. a. (formerly) a government-run agricultural or pastoral establishment employing convicts. b. a privately-owned rural establishment for raising sheep or cattle; a sheep-run or cattle-run. 9. standing, as of persons or things, in a scale of estimation, rank, or dignity. 10. *Mil.* a. a military place of duty. b. a semipermanent army post. 11. *Navy.* a. a place or region to which a warship or fleet is assigned for duty. b. a position assigned to a member of the crew of a warship during action. 12. (in India) formerly, a place where the British officials of a district or the officers of a garrison reside. 13. a radio station. 14. the wave-length on which a radio or television program is broadcast; a frequency or channel: *tune in to another station.* 15. *Biol.* a particular place or the kind of place where a given animal or plant is found. 16. *Survey.* a point where an observation is taken. 17. a position, office, rank, calling, or the like. 18. *Eccles.* one of the stations of the cross. *–adj.* 19. of or pertaining to a station: *station buildings.* 20. in charge of a station: *a station sergeant in the police force.* *–v.t.* 21. to assign a station to; place or post in a station or position. [ME, from L *statio*]

Macquarie Dictionary

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sta·tion (stā'shən) *n. Abbr.* **sta.** 1. The place or position where a person or thing stands or is assigned to stand; a post: *a sentry station.* 2. The place, building, or establishment from which a service is provided or operations are directed: *a police station.* 3. A stopping place along a route; especially, a stop for refueling or for taking on passengers; depot. 4. Social position; status; rank. 5. An establishment equipped for observation and study: *a radar station.* 6. An establishment equipped for radio or television transmission. —*tr.v.* **stationed, -tioning, -tions.** To assign to a position; to post. [Middle English *stacioun,* a standstill, standing place, post, from Old French *(e)station,* from Latin *statiō.* See **stā-** in Appendix.*]

American Heritage Dictionary

Because of differences in orientation and viewpoint, it is essential that a library or other information agency acquire a sampling of dictionaries representing various orientations. The scope statement of a dictionary will provide clues as to the nature and intent of the resource.

Some examples of regional dictionaries include:

The Australian pocket Oxford dictionary. Melbourne, O.U.P., 1976.	R423 AUS 1
Collins Australian pocket dictionary of the English language. Australian edition. W.A. Krebs, Sydney, Collins, 1981.	R423 COLL 1
Collins dictionary of the English language. Australian edition. G.A. Wilkes, Special Australian Consultant, Sydney, Collins, 1979.	R423 COLL
Heinemann Australian dictionary. South Yarra, Vic., Heinemann Educational Australia, 1976.	R423 HEI 1
The Macquarie Dictionary. ed. by A. Delbridge, Sydney, Macquarie Library, 1981.	R423 MACQ
MORRIS, E.E. A dictionary of Austral English. Sydney, Sydney U.P., 1972. Reprint of 1898 ed.	R427.994 M 1
Oxford American Dictionary. New York, Oxford University Press, 1980.	R423 OXFO 1

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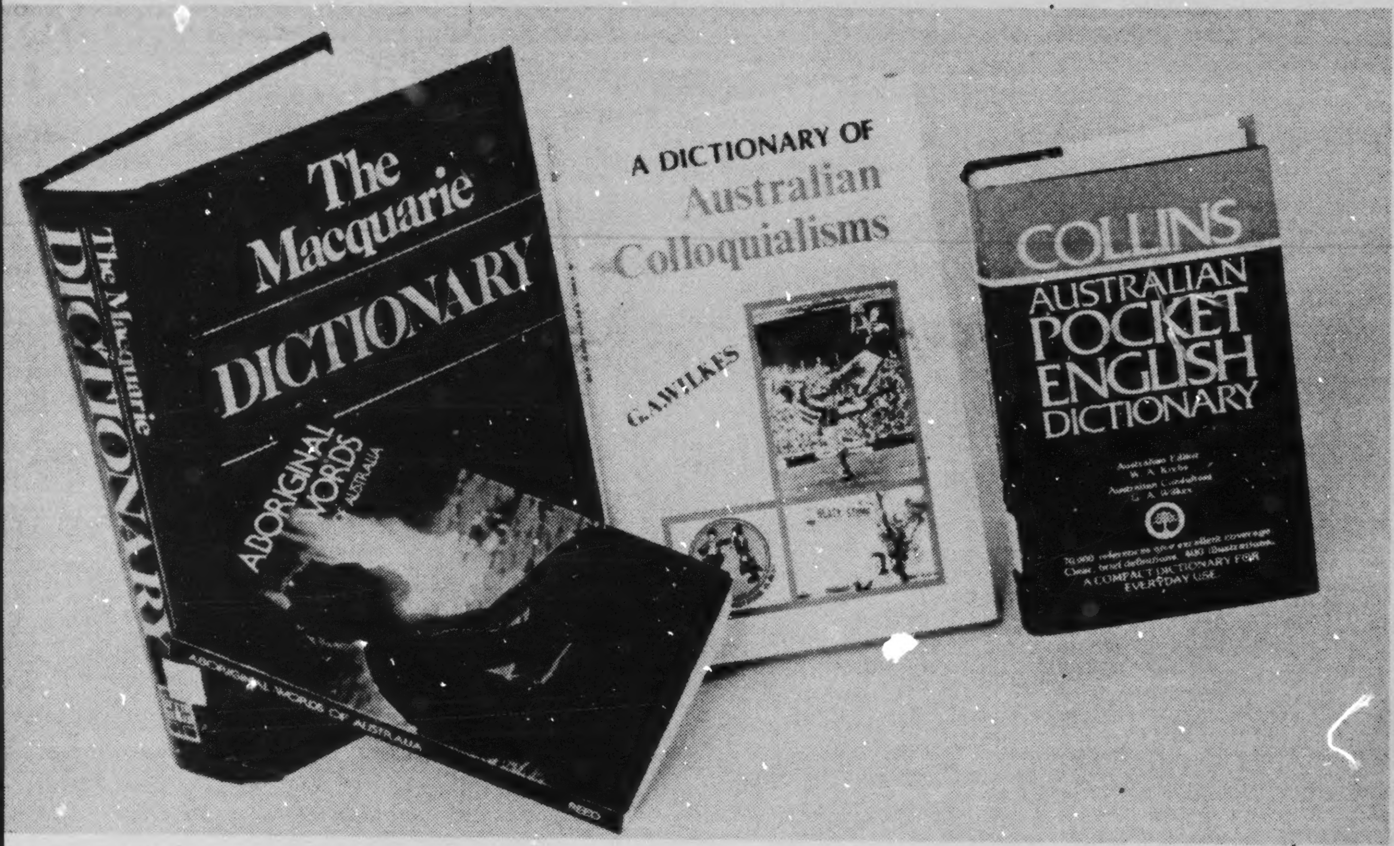
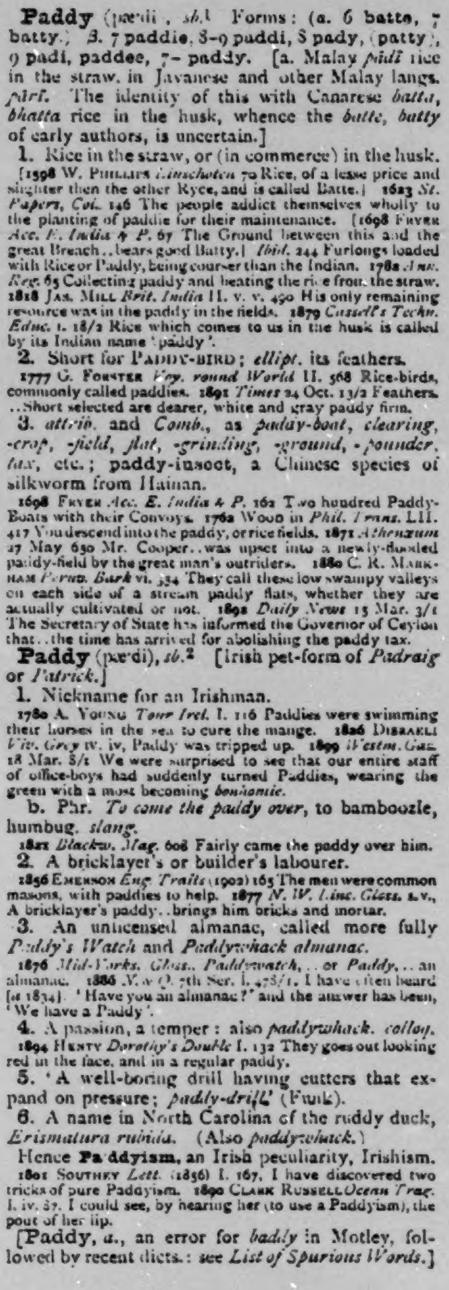

The Macquarie DICTIONARY
The Macquarie DICTIONARY
ABORIGINAL WORDS AUSTRALIA
ABORIGINAL WORDS OF AUSTRALIA
REED
A DICTIONARY OF Australian Colloquialisms
G.A. WILKES
COLLINS
AUSTRALIAN POCKET ENGLISH DICTIONARY
A COMPACT DICTIONARY FOR EVERYDAY USE

(v) Etymological Dictionaries

Although many general language dictionaries provide some information about the origin and derivation of words, some dictionaries, called etymological dictionaries, trace these aspects in detail. The most famous of these is:

The Oxford English dictionary. 12 vols. & suppls. Oxford, Clarendon Press, 1933- .	R423 OXF 1-15

The entries for 'Paddy' provides insight into the method used by this resource to trace word histories and derivations.



Paddy (pæ·di), *sb.*^{1} Forms: (α. 6 batte, 7 batty.) β. 7 paddie, 8–9 paddi, 8 pady, (patty), 9 padi, paddee, 7– paddy. [a. Malay *pādī* rice in the straw, in Javanese and other Malay langs. *pārī*. The identity of this with Canarese *batta*, *bhatta* rice in the husk, whence the *batte*, *batty* of early authors, is uncertain.]

1. Rice in the straw, or (in commerce) in the husk.

[1598 W. Phillips *Linschoten* 70 Rice, of a lesse price and slighter then the other Ryce, and is called Batte.] 1623 *St. Papers, Col.* 146 The people addict themselves wholly to the planting of paddie for their maintenance. [1698 Fryer *Acc. E. India & P.* 67 The Ground between this and the great Breach..bears good Batty.] *Ibid.* 244 Furlongs loaded with Rice or Paddy, being courser than the Indian. 1782 *Ann. Reg.* 65 Collecting paddy and beating the rice from the straw. 1818 Jas. Mill *Brit. India* II. v. v. 450 His only remaining resource was in the paddy in the fields. 1879 *Cassell's Techn. Educ.* I. 18/2 Rice which comes to us in the husk is called by its Indian name 'paddy'.

2. Short for Paddy-bird; *ellipt.* its feathers.

1777 G. Forster *Voy. round World* II. 568 Rice-birds, commonly called paddies. 1891 *Times* 24 Oct. 13/2 Feathers. ..Short selected are dearer, white and gray paddy firm.

3. *attrib.* and *Comb.*, as *paddy-boat*, *clearing*, *-crop*, *-field*, *flat*, *-grinding*, *-ground*, *-pounder*, *tax*, etc.; **paddy-insect**, a Chinese species of silkworm from Hainan.

1698 Fryer *Acc. E. India & P.* 162 Two hundred Paddy-Boats with their Convoys. 1762 Wood in *Phil. Trans.* LII. 417 You descend into the paddy, or rice fields. 1871 *Athenæum* 27 May 650 Mr. Cooper..was upset into a newly-flooded paddy-field by the great man's outriders. 1880 C. R. Markham *Peruv. Bark* vi. 334 They call these low swampy valleys on each side of a stream paddy flats, whether they are actually cultivated or not. 1892 *Daily News* 15 Mar. 3/1 The Secretary of State has informed the Governor of Ceylon that..the time has arrived for abolishing the paddy tax.

Paddy (pæ·di), *sb.*^{2} [Irish pet-form of *Padraig* or *Patrick*.]

1. Nickname for an Irishman.

1780 A. Young *Tour Irel.* I. 116 Paddies were swimming their horses in the sea to cure the mange. 1826 Disraeli *Viv. Grey* iv. iv, Paddy was tripped up. 1899 *Westm. Gaz.* 18 Mar. 8/1 We were surprised to see that our entire staff of office-boys had suddenly turned Paddies, wearing the green with a most becoming *bonhomie*.

b. Phr. *To come the paddy over*, to bamboozle, humbug. *slang.*

1821 *Blackw. Mag.* 608 Fairly came the paddy over him.

2. A bricklayer's or builder's labourer.

1856 Emerson *Eng. Traits* (1902) 165 The men were common masons, with paddies to help. 1877 *N. W. Linc. Gloss.* s.v., A bricklayer's paddy..brings him bricks and mortar.

3. An unlicensed almanac, called more fully *Paddy's Watch* and *Paddywhack almanac*.

1876 *Mid-Yorks. Gloss.*, *Paddywatch*,..or *Paddy*,..an almanac. 1886 *N. & Q.* 7th Ser. I. 478/1. I have often heard [in 1834] 'Have you an almanac?' and the answer has been, 'We have a Paddy'.

4. A passion, a temper: also *paddywhack*. *colloq.*

1894 Henty *Dorothy's Double* I. 132 They goes out looking red in the face, and in a regular paddy.

5. 'A well-boring drill having cutters that expand on pressure; *paddy-drill*' (Funk).

6. A name in North Carolina of the ruddy duck, *Erismatura rubida*. (Also *paddywhack*.)

Hence **Paddyism**, an Irish peculiarity, Irishism.

1801 Southey *Lett.* (1856) I. 167, I have discovered two tricks of pure Paddyism. 1890 Clark Russell *Ocean Trag.* I. iv. 87, I could see, by hearing her (to use a Paddyism), the pout of her lip.

[**Paddy**, *a.*, an error for *badly* in Motley, followed by recent dicts.: see *List of Spurious Words*.]

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Other examples of etymological dictionaries include:

A dictionary of American English on historical principles. ed. by W.A. Craigie and J.R. Hulbert. 4 vols. Chicago, University of Chicago Press, 1940. R423 DIC

PARTRIDGE, Eric. Origins. 4th ed. N.Y., MacMillan Co., 1966.

SKEAT, W.W. An etymological dictionary of the English language. 4th ed. Oxford, Clarendon Press, 1910. (4th ed. rev. and enlarged, 1974)
R422.03
SKE 1

(vi) Dictionaries of Abbreviations

Although many general language dictionaries include some abbreviations, dictionaries of abbreviations are devoted entirely to explaining the meanings of abbreviations and acronyms. (An acronym is an abbreviation made when initial letters of a noun phrase are taken to make a word e.g. CLANN - College Libraries Activities Network of New South Wales)

The following example is taken from Acronyms, initialisms and abbreviations dictionary.

ABCD	Accelerated Business Collection and Delivery [*Postal Service*]
ABCD	Advanced Base Construction Depot
ABCD	Agency for Business and Career Development
ABCD	Agrophysics Breeding Control Device [*Birth-control device for dogs*]
ABCD	Airway Opened, Breathing Restored, Circulation Restored, and Definitive Therapy [*Cardiopulmonary resuscitation*] [*Medicine*]
ABCD	America, Britain, China, and Dutch East Indies [*The ABCD Powers*] [*World War II*]
ABCD	Archives, Bibliotheques, Collections, Documentation [*A publication*]
ABCD	Associated Baby Carriage Dealers
ABCD	Atomic, Biological, Chemical, and Damage Control
ABCD	Automated Biological and Chemical Data [*System*]
ABCD	Awaiting Bad Conduct Discharge [*Military*]
ABCDEF	American Boys Club in Defense of Errol Flynn [*Facetious organization*]
ABCDEFGHIJ	Automobile Builders' Combination Designed Especially for Getting Hitler including Japan [*Suggested name for Automotive Council for War Production*] [*World War II*]

Dictionaries also exist for reverse abbreviations and acronyms.

Frequently used examples of this type are:

Acronyms, initialisms and abbreviations dictionary. 7th ed. ed. by E.T. Crowley, Detroit, Gale, 1980.
R423.1
GAL 1
1978 ed.

The Australian dictionary of acronyms and abbreviations, compiled by David J. Jones. 2nd rev. ed. Leura, Second Back Row Press, 1981.
R423.1
AUST

DE SOLA, R. Abbreviations dictionary. 6th ed. N.Y., Elsevier, 1981.
R423.1
DESO
1981

Reverse acronyms, initialisms, and abbreviations dictionary. 7th ed. ed. by E.T. Crowley, Detroit, Gale, 1980.
R423.1
GALE
1978 ed.

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(vii) Dictionaries of Synonyms and Antonyms

To some extent synonyms i.e. words having the same (or very nearly the same) meaning as another, can be found by using general language dictionaries. Antonyms are words having opposite meanings.

However, there are dictionaries whose sole function is to list synonyms and antonyms for words.

Examples of these are:

Roget's II: the new thesaurus, by the editors of the American heritage dictionary. Boston, Houghton Mifflin, 1980.	R423.1 ROG 2
Roget's international thesaurus. 4th ed. 2 vols. N.Y., Crowell, 1977.	R423.1 ROGE (3rd ed.)
Webster's collegiate thesaurus. Springfield, Mass., Merriam, 1976.	R423.1 WEB 1

(viii) Usage Dictionaries

General language dictionaries often give some guidance to the correct use of words. There are problems in presenting the words as they are used, or as they should be. Should one say "to really love ice cream" or "to love ice cream really". There are dictionaries which specialize in this area, very much reflecting the point of view of the compiler. Some examples are:

FOWLER, Henry Watson. A dictionary of modern English usage. 2nd ed. Oxford, Clarendon Press, 1965.	R423 FOW 1
PHYTHIAN, B.A. A concise dictionary of correct English. London, Hodder & Stoughton, 1979.	R423 CONC
SHAW, Harry. Dictionary of problem words and expressions. New York, McGraw-Hill, 1975.	R428.3 SHAW

(ix) Foreign Language Dictionaries

There are general language dictionaries for almost all languages spoken in the world. Another familiar type of foreign language dictionary is the bilingual one, for example:

Harrap's new standard French and English dictionary. 2 vols. London, Harrap, 1972.	R443.21 HAR 1-2
REED, A.W. Aboriginal words of Australia. Adelaide, Rigby, 1977.	R499.15 ABO 1

Some foreign words have become accepted as part of the English language and may be found in general dictionaries. There are also dictionaries listing foreign words and phrases in common use, for example:

Dictionary of foreign phrases and abbreviations. transl. and comp. by K. Guinagh. 2nd ed. N.Y., Wilson, 1972.	R808.88003 DIC 1

(x) Subject Dictionaries

ECONOMICS
£$
Cassell's German Dictionary
German-English
English-German
SPORT GAMES
The Facts On File Dictionary of Astronomy
A Dictionary of BOTANY
THE CAMBRIDGE Italian Dictionary
A Dictionary of Earth Sciences
Stella E. Stiegeler
MUSICAL TERMS

Specialized subjects and disciplines often have their own terminology which is frequently meaningless to the non-specialist and known as 'jargon'. There are many subject specific dictionaries which take the terminology of a subject area, and define words in the context of that subject area. Many of these "dictionaries" are not dictionaries in the true sense as they frequently give considerable background details to topics and are more like encyclopaedias or handbooks to the subject.

American Library Association. ALA glossary of library terms. Chicago, 1943.	020.3 AME 1
BOYCE, P.J. et al. Dictionary of Australian politics. Melbourne, Longman Cheshire, 1980.	R320.994 BOYC
CHANDOR, A. A dictionary of computers. 2nd ed. Harmondsworth, Penguin, 1977.	R001.6403 CHAN
CHILD, J. and CHILD, P. Australian dictionary of biology. Melbourne, Periwinkle Books, 1978.	R570.3 CHIL
ILLINGWORTH, V. The facts on file - dictionary of astronomy. New York, Facts on File, 1979.	R520.3 ILLI

There is a dictionary for most subjects and areas of interest giving insight into the language of the field. These dictionaries are particularly useful resources when handling an enquiry in an unfamiliar subject area.

(xi) Special Purpose Dictionaries

There are many dictionaries designed for very specific purposes, for example:

BEECHING, Cyril Leslie. A dictionary of eponyms. London, Bingley, 1979.	R423.1 BEEC
Bernstein's reverse dictionary. London, Routledge and Kegan Paul, 1975.	R423.1 BER 1
COLLINS, F. Howard. Authors' and printers' dictionary. Revised by Stanley Beale. London, O.U.P., 1973.	R686.03 COL 1
LASS, A. and B. Dictionary of pronunciation. N.Y., Quadrangle, 1976.	R428.1 LASS
PARTRIDGE, Eric. A dictionary of cliches. 5th ed. London, Routledge and Kegan Paul, 1978.	R423.1 P 1
ROOM, Adrian. Room's dictionary of confusibles. London, Routledge and Kegan Paul, 1979.	R423.1 ROOM
STILLMAN, Frances. The poet's manual and rhyming dictionary. London, Thames and Hudson, 1966.	R808.103 STI 1

Summary

In short, this brief overview of the types of dictionary reveals that there is no limit to the variety of subjects or approaches available to dictionary makers. The challenge for the information worker is selecting from this extensive range of possibilities, those dictionaries which will be most useful for particular enquiries. The next section examines methods of evaluation and specific criteria which should be helpful in making these decisions.

Evaluation Criteria

Although a variety of dictionaries is necessary within a collection, it is crucial that they be selected carefully. One way NOT to choose them is how one national government is reported to have selected dictionaries for use in their departments. Beginning with a specified word list which contained such terms as: computer, left-off, stereophonic, laser, and fluorescent lamp, each prospective possibility for purchase was examined to discover whether these words were contained. In order to be considered for purchase, a dictionary had to have at least sixteen out of twenty terms! Then sample entry counts and testing of each dictionary for quality paper, binding and printing occurred. However, no mention of actual evaluation of the quality of definitions, etymologies, illustrations and other elements was made. One lexicographer calls this approach "laughable"... for it is said that in dictionary making "definitions should be phrased with greater care than a lawyer uses in framing a millionaire's will". Thus, to neglect this aspect of evaluation is questionable.

As overall considerations, some of the following approaches to evaluation may be useful:

1. Consulting various reviewing journals which regularly or periodically evaluate dictionaries.
2. Consulting certain guides to dictionaries, such as Kister's Dictionary Buying Guide, which discusses and compares dictionaries in detail.
3. Applying criteria for evaluating non-fiction print resources as outlined by the mnemonic, APPARATUS.

The following paragraphs will mention those particular criteria which are of most relevance when assessing a dictionary:

ARRANGEMENT	Are guides to pronunciation included on each page or only at the beginning? Is it letter-by-letter or word-by-word? How is the material arranged in each entry? Are there instructions for use?

PURPOSE

This involves not only deciding what type of dictionary has been created, but also determining for WHOM it is intended and at what LEVEL it is written. In addition, the evaluator should be aware of whether the dictionary takes a prescriptive or descriptive view of language.

SCOPE

Exactly what does the dictionary cover? In terms of broad scope, does it include place names? personal names? scientific terms? Does its country of origin affect its coverage? What is the nature of any supplementary material, such as tables of weights and measures, population statistics, or lists of colleges and universities? The editorial policy should give you insight into any limitations or deliberate exclusions.

It is usual for dictionaries to be divided into several main categories based on their extent of coverage. These categories are:

UNABRIDGED: refers to an adult dictionary containing over 250,000 words

SEMI-ABRIDGED: an adult dictionary containing between 130,000 - 250,000 words

ABRIDGED: an adult dictionary of 55,000 to 130,000 entries usually intended for home or office use. Often these are known also as "desk" or "concise" dictionaries

POCKET: usually under 55,000 entries and often in paper-back format

CHILDREN'S/SCHOOL: categorized by age level, these usually contain 25,000 - 95,000 entries.

There is also the narrow scope. What is the scope of each entry? Are the elements outlined on page 13 all included? How is pronunciation explained? What usages are given? How clear are the definitions? Are illustrations included?

AUTHORITY

Of course, the authority of the publisher and editorial staff are essential. Kister in his Dictionary Buying Guide lists those publishers in the field which are considered reputable. Among them are such well known names as: Oxford University Press, Random House, Collins & World, Macmillan, and G. & C. Merriam - to name a few. Not all dictionaries with the word "Webster" in the title carry the authority of the Webster dictionaries published by Merriam.

The Oxford Dictionary of Quotations
Oxford Advanced Dictionary English
A S Hornby
The Oxford Dictionary of English Proverbs
Compiled by William George Smith
Third Edition

RECENCY

There is a need for a dictionary to be responsive to contemporary language usage. Especially if it aims at a descriptive approach, periodic revision is essential. Today the computer aids lexicographers in keeping current. Basic word lists are generated and citation files are compiled from which illustrative examples are drawn. Ascertaining from the introduction to a dictionary what its policy on updating is, should constitute part of the evaluation process.

Although other criteria may be relevant, these five are of utmost consideration. Application of criteria in a dictionary should assure that those dictionaries selected are, as the introduction to the American Heritage Dictionary puts it, "a treasury of information about every aspect of words, in addition to being 'an agreeable companion'".

Study Questions and Exercises

Complete the following questions in the spaces provided.

1. Read the following article from the Sydney Morning Herald, November 15, 1980, Column 8, p.1.

> "The decline in spelling standards continues. This week: a panel van in Neutral Bay advertises "burgular" alarms; a Martin Place station blackboard says "magnatic" tickets will be processed automatically; mass-produced transfers on taxi dashboards with the tariff in large type, per "kilometer"; a large sign on the Queen Victoria Building announces Sydney City Council's 1980 strategic plan "exihbition". And recently, CSR has been selling plastic bags of "caster" sugar.
>
> Australians aren't the only ones. Column 8, a lonely traveller arriving at La Guardia Airport, New York, recently, saw signs all over the place pointing the way to "busses". Is this what they mean by transports of delight?"

From what you can deduce about the attitudes of the writer from the text, would you predict that s/he would see a prescriptive or a descriptive function for dictionaries? Explain.

(Note: To 'buss' means to kiss)

2. Select two general English language dictionaries.

(a) Are scientific terms included in both dictionaries?

How did you establish this?

(b) Choose any word and check it in both dictionaries for inclusion of the following elements:

Spelling
Syllabification
Pronunciation
Grammatical indicator
Etymology
Definition
Synonyms
Quotations illustrating use
Usage labels
Illustration

How many of the above were included in each dictionary?

(c) Look up a word you have never known how to pronounce e.g. coccyx, controversy. (If you do not experience such feelings of self-doubt, look up a word you have never heard of.) Use the guide to pronunciation to work out how the word should be pronounced. How easy or difficult does the dictionary make the process? Are English or American spelling and pronunciation used?

3. An advertisement for the Collins dictionary of the English language, Australian ed. published in 1979 claimed:

> "You won't find any of these international or Australian English items in any comparable one volume dictionary:
>
> Kampuchea, polyunsaturated, Indo-Pacific, micro-processor, Nicklaus (Jack), cash flow, yellow cake, reel fed, punk rock, AC/DC.
>
> Fraser (John Malcolm), jungle juice, hostie, put the hard word on, Legislative Assembly, lamington, sickie, ocker, lairy, kitchen tea."

Check the treatment of some of these terms in some general dictionaries, one volume or multi-volume. If they are not there, can you explain why?

4. Choose one special purpose dictionary, like those described in Section (xi). Compare it with one or more general language dictionaries, to see whether it provides information which could not be obtained from the latter.

5. If you had to choose one dictionary for a

(a) primary school library
(b) tertiary library
(c) public library
(d) high school library
(e) special library

which one would you choose? Give reasons for your choice.

6. The following questions provide opportunities for you to use different types of dictionaries. Check the answers where possible, in at least two dictionaries. Compare the information given.

   (a) What is a statocyst?

   (b) What is the origin of 'Padishah'?

   (c) What is the meaning of 'cobber'?

   (d) What is the Spanish word for 'library'?

   (e) What is the preferred spelling of the word 'judgement'?

   (f) Should 'different' be followed by 'to' or 'from'?

   (g) What is the opposite of 'trendy'?

   (h) What words can I use instead of
      (i) 'trivia'
      (ii) 'streetwalker'?

(i) What word means an irrational fear of marriage?

(j) What does ACRL stand for?

Further Reading

CHENEY, Frances Neel and WILLIAMS, W.J. Fundamental reference sources. 2nd ed. Chicago, American Library Association, 1980, pp.124-178.	028.7 CHE
"Dictionary update". Review. (Educ. Dept. of South Australia, School Libraries Branch) Vol.6, No.2, June 1978.	028.5205 SOU 1
KATZ, William A. Introduction to reference work. Vol.1. Basic Information Sources. 3rd ed. N.Y., McGraw Hill Book Co., 1978. Chapter 8, pp.265-299.	011.02 KAT
KISTER, Kenneth F. Dictionary buying guide: a consumer guide to general English-language word books in print. N.Y., Bowker, 1977.	R423 DICT
SHEEHY, Eugene P. Guide to reference books. 9th ed. Chicago, American Library Association, 1976, pp.109-160.	R011.02 SHE 1
WHITTAKER, Kenneth A. "Dictionaries" in HIGGENS, G. Printed reference material. London, Library Association, 1980. Chapter 2, pp.25-50.	R011.02 HIGG

Chapter 4

WORLD OF KNOWLEDGE: ENCYCLOPAEDIAS

Did anyone ever know everything? If there ever was such an individual in the distant past, by 77 A.D. when the Roman, Pliny the Elder, wrote his 37 volume work, Historia Naturalis, a long tradition of encyclopaedia writing already existed. In other words, the need to record and preserve information in an organized manner because it could no longer be held in the human memory alone, had been recognized. Encyclopaedias first came into existence nearly twenty centuries ago, and in the succeeding years over two thousand of them have been produced. Although most of these efforts were an attempt to classify knowledge by some means or another, the diversity among the resources was extensive. Titles ranged from the fanciful, "Garden of Delights", to the more commonplace, "Dictionary". Not until Diderot's famous 18th century French Encyclopedia did the term "encyclopaedia", from the Greek meaning "circle of learning", become well established.

The Oxford English Dictionary gives the following definition of an encyclopaedia:

A

LITERARY

WORK CONTAINING EXTENSIVE

INFORMATION ON ALL BRANCHES

OF KNOWLEDGE USUALLY

ARRANGED IN

ALPHABETICAL

ORDER

The American Library Association Glossary defines an encyclopaedia as a "work containing informational articles on subjects in every field of knowledge, usually arranged in alphabetical order, or a similar work limited to a special field or subject".

However, even today readers are cautioned to be wary, because some resources entitled "dictionaries" are more appropriately termed "encyclopaedias" as a result of the detailed information they provide. Conversely, some works which are called "encyclopaedias" do not have the comprehensive scope, or systematic arrangement usually associated with encyclopaedias.

Resources such as the Legal Secretary's Encyclopedic Dictionary suffer from an obvious role confusion. This source gives "step-by-step instructions for every phase of the legal secretary's work. Gives you a full understanding of law office duties...." - WHAT IS THIS RESOURCE?

A dictionary?
An encyclopaedia?
A handbook?

Although this distinction between types of resources makes an interesting debate, it should be noted that the category assigned to a resource is ultimately immaterial as long as it meets the user's information needs.

Use

An encyclopaedia may be used to provide the following:

(a) Brief factual details where there is little controversy - answers questions like "Who was Emma Hamilton?" "When was Australia first discovered?"

(b) An introduction to, or overview of, a topic for the non-expert.

(c) Referral to other more detailed works through a bibliography or list of readings at the end of the article.

Many enquiries seeking brief factual information can be answered directly from encyclopaedias. This category of resource is probably the most heavily used of those discussed in this book. An encyclopaedia is usually the first resource consulted for enquiries seeking factual information. If the required information is not contained in an encyclopaedia, then other resources will be used, possibilities often being suggested by the encyclopaedia article. Encyclopaedias also serve as a stepping stone for other types of enquiries, "material finding enquiries" which seek detailed information on a particular topic.

Characteristics of Encyclopaedias

Encyclopaedias provide background information and are not usually intended for the subject specialist. Articles written by experts in particular fields, and adapted by editorial staff, are usually signed. Most articles include a bibliography listing further reading. Encyclopaedias are arranged alphabetically by subject area with an index to facilitate access to specific items mentioned in the text, or with cross references linking related entries. When using an encyclopaedia, it is most important to consult the index FIRST. Failure to use the index may mean relevant items are not retrieved at all, or that only some are retrieved.

A policy of continuous revision is adopted by most encyclopaedias. Approximately 10-15% of the contents are updated annually, with topics involving current events being revised more frequently than others. Some encyclopaedias publish a yearbook for updating purposes.

There are many illustrations, maps and charts to accompany the text in most encyclopaedias. Some encyclopaedia publishers also provide additional services in answering enquiries which cannot be satisfied completely by their published works.

The production of an encyclopaedia is an expensive and lengthy process.

The following example referring to The New Knowledge Library illustrates some of the problems in production.

1976	Australian publishers, Bay Books, have undertaken a project involving over 200 writers and academic consultants covering 100,000 subjects. The project is the 'New Knowledge Library'.
1977	$2 million estimated cost of production.
1980	$5 million estimated cost of production.
1980	First issue of a 35 volume hard core publication to be sold in weekly parts. Estimated 3360 pages and 5000 illustrations.
1981	After launch in Australia considering marketing 'New Knowledge Library' in United Kingdom.

Another new encyclopaedia is the Academic American Encyclopedia and the way in which it has been constructed is illustrated in the following extract taken from the Wilson Library Bulletin, March 1980, p.437-9.

> *Kister:* How was the general plan developed?
>
> *Greenangel:* As part of an enormous amount of market and product research, we studied the contents of other encyclopedias. We put the article list of four other encyclopedias into our computer and compared their entries with the list we had developed in consultation with our advisory board. We made some deliberate decisions about what was needed in terms of coverage and length - such as 35% devoted to science and technology, but only 12-15% to geography. This

way we developed a general concept of what we wanted the Academic American to achieve.........

Kister: What about contributors, Frank? I believe you have well over 2,000. Where did you get them? How did you get them? And how do you induce them to conform to the encyclopedia style?

Greenangel: Most of our editors are very experienced and they suggested certain contributors. A case in point is our history editor, who knew the one person to write the article on the American Revolution. Others came from suggestions by our editorial advisory board.

Kister: Sort of the invisible college at work.

Greenangel: ....So what we did was go to Books in Print or some selected bibliography and check to see who recently wrote a major book on the subject or who is an acknowledged expert in the area. Then we contacted that person. Roughly 60% of the people we first approached accepted........

Kister: All right, you assign the article, the contributor produces it, then your people edit it for length and content. How do you go about checking for accuracy and ensuring that all legitimate points of view are covered?

Greenangel: The editors all have academic degrees and, in many cases, advanced degrees in a specific discipline. So they have a strong familiarity with the subject, which permits them to recognize questionable assumptions or misplaced emphases in an article. The article goes from the editor to the bibliographers, and then to the research editors, all of whom are graduates in their discipline - again, several with advanced degrees. The research editors are required to check every inclusion, against at least two other recent and authoritative reference sources. One problem is obtaining reliable data on certain subjects, like literacy rates. We know that U.N. figures are notoriously inaccurate, because they accept the country's own estimates........

Kister: What about bibliographies? You've mentioned them several times and appear to consider them important.

Greenangel: Terribly important. More than 40% of our entries have bibliographies - compared with 4% of the entries in Britannica and 8% in World Book. Remember that our audience is largely students who are doing papers: The encyclopedia will provide an overview and a jumping-off place. This is where bibliographies come in. We want to direct the students to the best, most

> readily accessible sources after they have read the encyclopedia article. They may include the definitive work on the subject, but only if it is accessible both physically and intellectually. We also include leading textbooks and books in paperback, although some encyclopedias exclude textbooks and paperbacks from their bibliographies. We want our bibliographies to be like a good professor - an adventuresome guide........

The Academic American Encyclopedia is at the forefront of developments in the encyclopaedia world. Aretê, the publishers have already completed a three month experimental trial on the computerised home information service developed by OCLC Inc. called Channel 2000. According to OCLC, the encyclopaedia was Channel 2000's most heavily used database. In 1981 Aretê concluded an agreement with the New York Times Information Bank to eventually make Academic American Encyclopedia available through this service. Thus, there is the potential of having machine-readable encyclopaedias which can be searched using sophisticated computerisation techniques enabling more thorough indexing and access points. These are some of the questions it would be easier to answer using a machine-readable encyclopaedia:

(a) Who designed the Washington Arch in Greenwich Village in New York City?

(b) Which province of Canada has the most miles of railroad?

(c) Who is the youngest governor in the United States?

Not only Aretê, but also the publishers of World Book Encyclopedia, Encyclopedia Americana, Funk and Wagnall's New Encyclopedia and the New Encyclopaedia Brittanica are contemplating the possibilities of computerization in the future.

Types of Encyclopaedia

ENCYCLOPAEDIAS

present

THE WORLD

KNOWLEDGE

STARRING

1. GENERAL e.g. World Book
2. SUBJECT e.g. Encyclopedia of World Art
3. NATIONAL e.g. The Australian Encyclopedia
4. FOREIGN LANGUAGE e.g. Grand Larousse Encyclopedique

(i) General Encyclopaedias

The main character in Sobol's mystery series for children is named 'Encyclopedia Brown' because of his prodigious ability to always provide an answer to the most puzzling criminal cases which his father, the Chief of Police for Idaville, brings home unsolved from the office. Like the know-it-all whizz kid, the encyclopaedia is consulted with high expectations for answers to questions concerning all aspects of the world's collective knowledge. However, producers of general encyclopaedias face the escalating predicament of trying to keep pace with new knowledge. There are various estimates of the quantities of printed matter being produced with suggestions that millions of pages are being added to the information store daily. Digesting and organizing even significant contributions to this knowledge defies comprehension, let alone being aware of how changing social attitudes influence information content.

Of course, the unending nature of this process creates a perplexing dilemma. At what point does the concept of a general encyclopaedia become unreasonable? Because of the expense and time commitment involved, most modern day publishers would be unwilling to do as the Chinese Yung-lo ta tien did in the 15th century when creating the Great Standard Encyclopedia, namely, supervise 2,000 scholars to write 22,937 chapters. Besides if the knowledge of the world extended to so many chapters in 1408, just contemplate how many more would be needed in 1982!

Even if encapsulating all known information were possible, would such an effort be justified in terms of need, expense, and the storage space required to house such an effort? Perhaps technology provides the answer - at least to the storage problem. Capabilities now exist to transform voluminous encyclopaedia sets into several pocket-size sheets of microfiche or to store their contents within a computer for instant recall when needed.

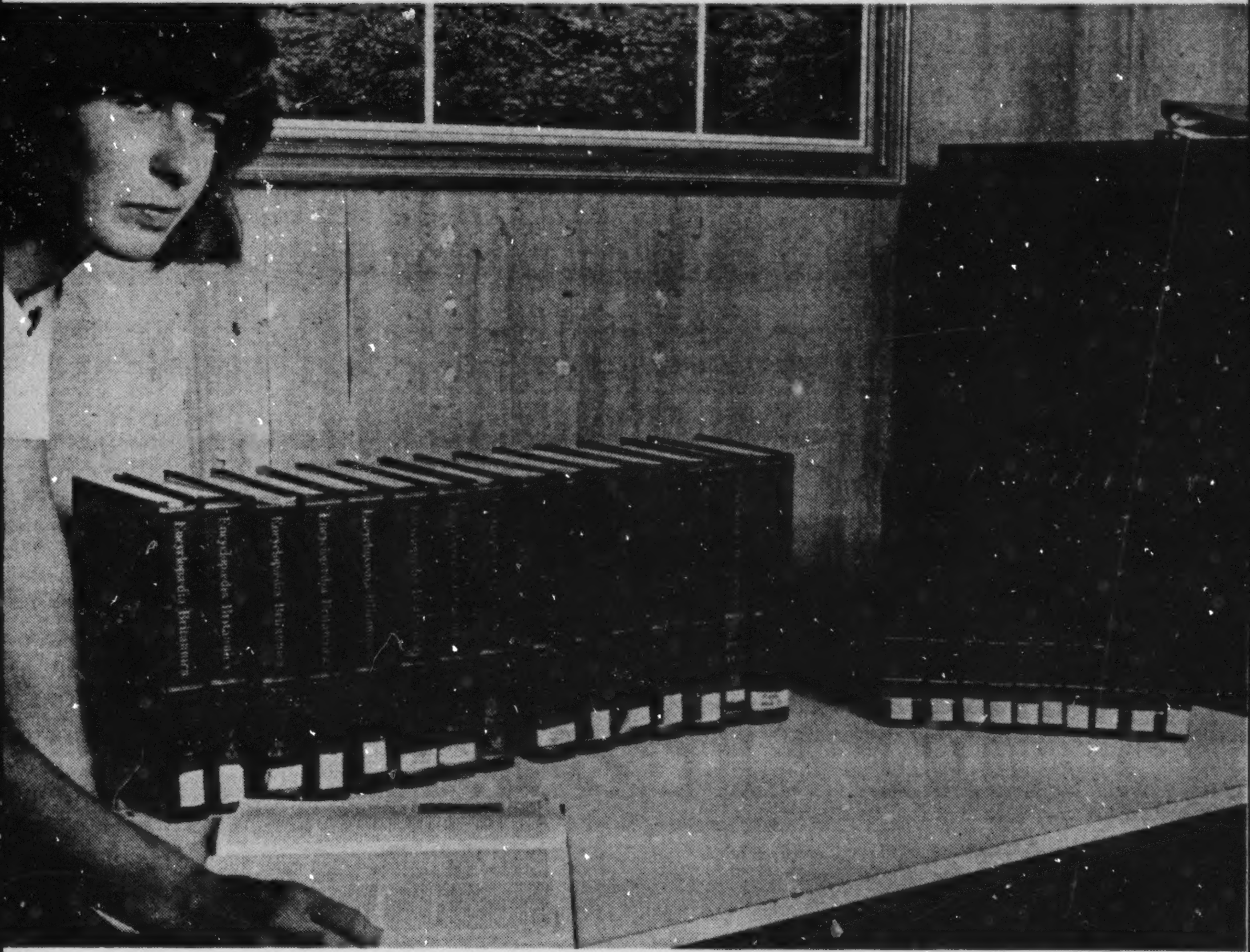
However until the acceptance of such changes in encyclopaedia format become widespread, they will continue to attempt to provide up-to-date information by continually revising the traditional multi-volume sets and by issuing an annual yearbook, which serves to highlight recent significant events and advances. The following general encyclopaedias, which are amongst the best known, will remain as standard printed volumes in most collections.

Academic American encyclopedia. 21 vols. Princeton, N.J., Aneta Publishing Co., 1980.	R031 ACAD
Chamber's encyclopedia. 16 vols. London, Newnes, 1973.	R032 C 1-16 1950-51 ed
Collier's encyclopedia. London, Collier.	
The encyclopedia Americana. 30 vols. New York, N.Y., Americana Corp., 1976.	R031 ENC 1-30

Everyman's encyclopaedia. 12 vols. London, Deut.	R032 EVER 1-12
The new encyclopaedia Brittanica. 15th ed. 30 vols. Chicago, Encyclopaedia Brittanica, 1975. (Propaedia, 1 vol.; Micropaedia, 10 vols.; Macropaedia, 19 vols.)	R031 NEW 1-30
The world book encyclopedia. 24 vols. + Australasian supplement. Chicago, Field Enterprises, 1979.	R031 WOR 1-21

In addition to the multi-volume sets, there are several single volume encyclopaedias. One well known example is:

The Random House encyclopedia. N.Y., Random House, 1977.	R031 RAND



Encyclopaedias for children and young adults must be written at a suitable level providing definitions for technical words, good illustrations including photographs, maps, and diagrams to attract the attention of young children. A good, easy to use index must also be provided. Some of the major children's encyclopaedias are listed below:

> Children's Brittanica. 20 vols. London, Encyclopaedia Brittanica International. (Ages 8 through 14) CO31 CHI
>
> Compton's encyclopedia and fact index. 26 vols. Chicago, F.E. Compton Co. (a division of Encyclopaedia Brittanica). (Ages 9 through 18)
>
> Merit students encyclopedia. 20 vols. New York, N.Y., Macmillan Educational Corp. (Ages 9 through 18)
>
> Encyclopedia international. 20 vols. Danbury, Conn., Lexicon Publications. (Ages 9 through 18)
>
> New book of knowledge. 21 vols. London, Franklin Watts.

The age suitability range is taken from Encyclopedia buying guide 1977-1979.

A recent newcomer to the general encyclopaedia field is the loose-leaf set, sold by weekly instalments in the local supermarket or newsagent, aimed specifically at the home market. These are usually versions of multi-volume encyclopaedias. One wonders how many purchasers complete the set.

> New knowledge library. Sydney, Bay Books, 1980+ .

In short, general encyclopaedias can provide information ranging from broad overviews to specific fact-finding details. Not only does this type of resource serve as a starting point for investigations, but it also provides referrals to other sources by means of bibliographies. The wealth of information supplied by this type of resource was noted by one 19th century encyclopaedia lover who exclaimed that "an encyclopaedia is a vast intellectual bazaar!"

(ii) Subject Encyclopaedias

As it becomes increasingly difficult for general encyclopaedias to cover all aspects of expanding knowledge satisfactorily, it is likely that the number of specialized subject encyclopaedias will proliferate to deal with particular subject areas, disciplines, or interest. Already the areas covered by such resources are extensive ranging from the scholarly to the popular. Just as there is a dictionary for almost every subject area, there is also an encyclopaedia. Some of the subject encyclopaedias are large with multiple volumes. Others in more specific areas may take the form of a single volume. Many subject encyclopaedias also assume that their users have more subject knowledge than do general encyclopaedias.

The following are examples of frequently used subject encyclopaedias:

Encyclopedia of Australian sport. ed. by J. Shepherd. Adelaide, Rigby, 1981.	R796 SHEP
The encyclopedia of education. 10 vols. N.Y., Macmillan, 1971.	R370 E 1-10
The encyclopedia of how it works. ed. by D. Clarke. N.Y., A & W Publishers, 1977.	C610 CLAR
Encyclopedia of library and information science. N.Y., Decker, 1968- . In progress.	R020.3 ENC
The encyclopedia of philosophy. 8 vols. in 4. N.Y., Macmillan, 1972.	R103 ENCY
Encyclopedia of world art. 15 vols. N.Y., McGraw-Hill, 1967-68.	R703 E 1-15
The new Grove dictionary of music and musicians. 20 vols. London, Macmillan, 1980. (Note: This work although entitled "Dictionary" is really an encyclopaedia)	R780.3 GRO 1-20

International encyclopedia of the social sciences. 17 vols. in 8. N.Y., Macmillan, 1968.	R300.3 INT 1-8
McGraw-Hill encyclopedia of science and technology. 4th ed. 15 vols. N.Y., McGraw-Hill, 1977.	R503 MACG 21-35
The new encyclopedia of textiles. 3rd ed. Englewood Cliffs, N.J., Prentice-Hall, 1980.	R677 ENCY
Van Nostrand's scientific encyclopedia. 5th ed. N.Y., Van Nostrant Reinhold, 1976.	R503 VANN

The Encyclopedia of American Religions
McGraw-Hill Encyclopedia of the Geological Sciences
Motorcars
ENCYCLOPEDIA OF JAZZ
The Cambridge Encyclopaedia of Astronomy

(iii) National Encyclopaedias

National encyclopaedias cover the universe of knowledge from the point of view of a particular country or culture. For this reason they are particularly useful for locating information about the country they cover. Some examples are:

The Australian encyclopaedia. 10 vols. Sydney, Angus and Robertson, 1958.	R032 A 1-10
The Australian encyclopaedia. 3rd ed. 6 vols. Sydney, Grolier Soc., 1977.	R032 AUS 1-2

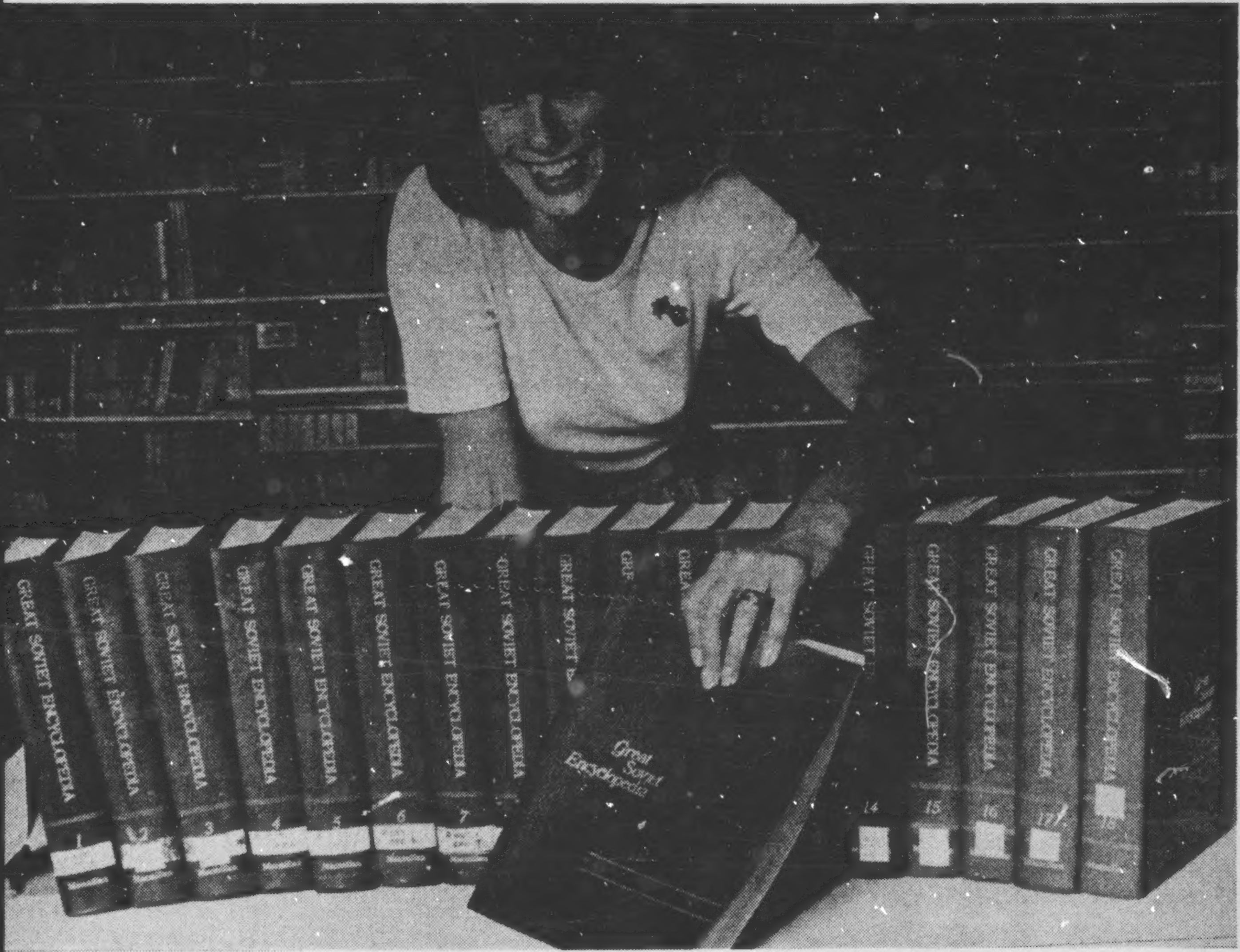
(Comparing these two sets will reveal the influence of the different policies used in the compilation of each set.)

Encyclopaedia of Papua and New Guinea. 3 vols. Melbourne, M.U.P., 1972.	R032 ENC 1-3

In practice most general encyclopaedias, such as The encyclopaedia Americana, also are compiled with a particular national or cultural orientation, although in most cases this emphasis is less pronounced. One obvious exception is the cover-to-cover translation of the following Russian encyclopaedia:

Great Soviet encyclopedia. N.Y., Macmillan, 1973- . In press.	R037.1 GRE

Although it was intended by its compilers to function as a general encyclopaedia, its ideological stance makes it most useful to western societies as a Russian national encyclopaedia. For example, a comparison of the entry for "democracy" in this work with the same term as entered in a general encyclopaedia, such as The World Book, demonstrates this point.



Encyclopaedias written from a racial or religious perspective may not be national in viewpoint, but fit more closely in this section than in any of the other encyclopaedia type categories. Two well known examples are:

New Catholic encyclopedia. 15 vols. N.Y.,
McGraw-Hill, 1967.

Encyclopaedia Judaica. 16 vols. Jerusalem, R296.03
Encyclopaedia Judaica, 1971-72. ENCY

(iv) Foreign Language Encyclopaedias

Several famous encyclopaedias published in languages other than English are important sources of information. Three examples are:

Enciclopedia italiana di scienze, lettere
ed arti. 36 vols. + suppls. Roma, Ist.
della Enciclopedia Italiana, 1929- .

Grand Larousse encyclopedique en dix volumes.
10 vols. + suppls. Paris, Larousse,
1960- .

Megale hellenike enkyklopaideia. 24 vols.
Athenai, Ekdofikos Organismos "Ho Phoinix".

These encyclopedias are useful for the non-English speaking reader, and frequently include topics not covered in English language publications.

Evaluation Criteria

The evaluation criteria outlined in Chapter 2 are relevant to encyclopaedias. The more important criteria and their application are as follows:

AUTHORITY	The experience and qualifications of the publisher, editor and contributors must all be assessed. Publishers like Grolier, Field Enterprises, and Encyclopaedia Britannica are well established in the field. Check that articles are signed, and that contributors and editorial staff are listed. The same encyclopaedia is often produced under several titles, for example, the Academic American Encyclopedia has also been issued as the Macmillan Family Encyclopedia.

PHYSICAL FORMAT

Works intended for continual consultation must be stoutly bound. The paper should be of good quality, and the type-face provide for easy reading.

PICTURES

These may be located either adjacent to the relevant text, or collected together. Ensure that they are appropriate for the text, up-to-date and enhance the textual content.

ARRANGEMENT

The arrangement must provide for ease of access. Articles may be arranged according to broad topics or more specific ones. Whatever the arrangement, subject access must be provided by an adequate index, or at least multiple cross-references. Entries are usually arranged alphabetically.

Choose an article and try to locate index entries relevant to it, checking that the details given guide the user to relevant articles.

The arrangement of each article should also be examined for any particular sequence, for example chronological, general, or specific, and clarity of division of sections.

PRICE

The prices of encyclopaedias vary. Evaluating an encyclopaedia thoroughly will ensure value for money. Check instalment plans for purchase. Home prices are often increased because of inclusions like bookshelves and yearbooks.

The 1981 approximate prices of some encyclopaedias are:

Academic American encyclopedia	$500
Children's Brittanica	$298
Encyclopedia Americana	$700
Encyclopedia International	$500
Everyman's encyclopaedia	$400
Merit Students Encyclopedia	$1100
New Book of Knowledge	$265
New Encyclopaedia Britannica	$1098
World Book encyclopedia	$600

Libraries and schools receive a discount ranging between 5% and 25%.

RECENCY

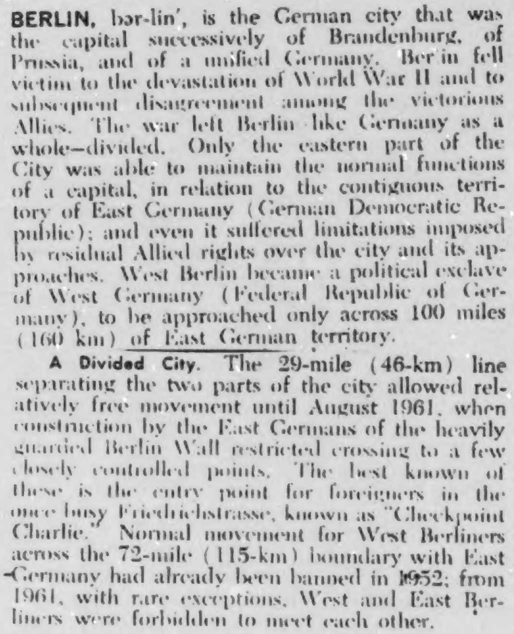
Compare the dates of statistics with the publication date of the encyclopaedia. Check current events and changes in political leadership for their inclusion. Establish the revision policy and updating mechanisms, are there yearbooks or supplements? Encyclopaedia publishers are well aware that librarians check articles on libraries, and these are frequently updated. Try another topic.

ACCURACY

Accuracy is frequently judged by the authority of the publisher. Check a subject with which you are familiar and note any inaccuracies.

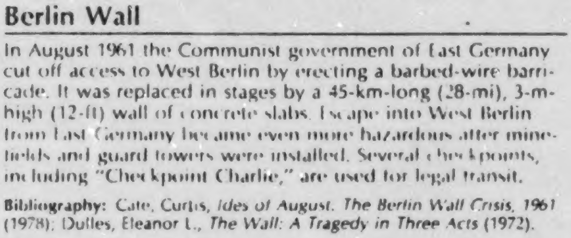
Bias is associated with accuracy. Most encyclopaedias reflect bias to their country of origin. Check the treatment of controversial topics.

Note the differences in the following:



BERLIN, bər-lin', is the German city that was the capital successively of Brandenburg, of Prussia, and of a unified Germany. Berlin fell victim to the devastation of World War II and to subsequent disagreement among the victorious Allies. The war left Berlin like Germany as a whole—divided. Only the eastern part of the City was able to maintain the normal functions of a capital, in relation to the contiguous territory of East Germany (German Democratic Republic); and even it suffered limitations imposed by residual Allied rights over the city and its approaches. West Berlin became a political exclave of West Germany (Federal Republic of Germany), to be approached only across 100 miles (160 km) of East German territory.

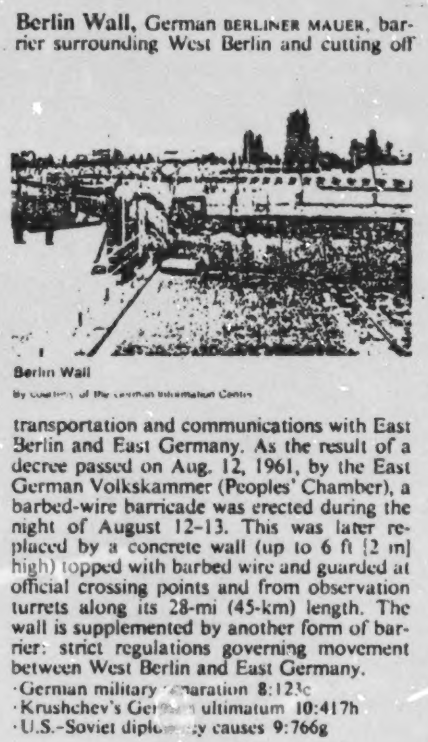
A Divided City. The 29-mile (46-km) line separating the two parts of the city allowed relatively free movement until August 1961, when construction by the East Germans of the heavily guarded Berlin Wall restricted crossing to a few closely controlled points. The best known of these is the entry point for foreigners in the once busy Friedrichstrasse, known as "Checkpoint Charlie." Normal movement for West Berliners across the 72-mile (115-km) boundary with East Germany had already been banned in 1952; from 1961, with rare exceptions, West and East Berliners were forbidden to meet each other.



Berlin Wall

In August 1961 the Communist government of East Germany cut off access to West Berlin by erecting a barbed-wire barricade. It was replaced in stages by a 45-km-long (28-mi), 3-m-high (12-ft) wall of concrete slabs. Escape into West Berlin from East Germany became even more hazardous after minefields and guard towers were installed. Several checkpoints, including "Checkpoint Charlie," are used for legal transit.

Bibliography: Cate, Curtis, *Ides of August. The Berlin Wall Crisis, 1961* (1978); Dulles, Eleanor L., *The Wall: A Tragedy in Three Acts* (1972).



Berlin Wall, German BERLINER MAUER, barrier surrounding West Berlin and cutting off transportation and communications with East Berlin and East Germany. As the result of a decree passed on Aug. 12, 1961, by the East German Volkskammer (Peoples' Chamber), a barbed-wire barricade was erected during the night of August 12–13. This was later replaced by a concrete wall (up to 6 ft [2 m] high) topped with barbed wire and guarded at official crossing points and from observation turrets along its 28-mi (45-km) length. The wall is supplemented by another form of barrier: strict regulations governing movement between West Berlin and East Germany.

·German military separation 8:123c
·Krushchev's German ultimatum 10:417h
·U.S.-Soviet diplomacy causes 9:766g

Berlin Wall

By courtesy of the German Information Centre

TREATMENT

An encyclopaedia may be scholarly, technical, popular, or suited for children of different ages or adults. Check that the treatment is appropriate for the intended user.

BEST COPY AVAILABLE

SCOPE In evaluating the broad scope, one should examine the range and depth of subject coverage, and the countries covered. The length of articles may indicate scope. Check for obvious omissions, e.g. under-developed countries, scientific topics. The narrow scope of each entry should be examined. What aspects of the topic are included? Compare entries in several encyclopaedias. Does the bibliography represent the major writings on the subject? Is it up-to-date? What types of resources are included? (Be careful - few items may have been published on a particular topic and the key works might be quite old.)

One can carry out one's own evaluation, using the encyclopaedia and the criteria discussed above. Advertising materials can also be used, and the advice of a subject specialist sought. Reviews of new encyclopaedias are useful, and also the evaluations included in guides such as those listed under further reading.

The Encyclopedia of
TENNIS
HOYLE'S Modern Encyclopedia of Card Games
Walter B. Gibson
Encyclopedia of Television
THE ENCYCLOPEDIA OF ALTERNATIVE MEDICINE AND SELF-HELP

Study Questions and Exercises

1. Choose one general or national encyclopaedia and answer the following questions:
   (Whenever possible provide an example to support your answer.)

   (a) Give the full title, publisher and date for the encyclopaedia.

   (b) Does this encyclopaedia set have a subject index?

   If so, does the subject index contain cross references? How good are they?

   (c) Are the articles entered under broad or specific headings, for example is Michelangelo entered under his name or under Italian art?

   (d) Are individual articles subdivided in any way? How?

   (e) Do all or some of the articles include bibliographies?

   (f) Are the articles signed?

   (g) Are the illustrations attractive? Do they enhance the text, or are they padding? Where are they positioned in relation to the text?

(h) What is the revision policy of the encyclopaedia?

Based on your examination, would you purchase this encyclopaedia for your own use? Provide a brief justification for your answer.

2. Choose a topic which interests you, or about which you have some knowledge (e.g. women's rights, hang gliding) or a controversial topic (e.g. abortion) and using the same encyclopaedia as in Question 1, find some information on the topic.

   Complete the following evaluation of the encyclopaedia, basing your conclusions on the adequacy or otherwise of the information you found on your chosen topic.

   (a) Title of encyclopaedia.

   (b) Accuracy and objectivity:

   Evidence for your judgement.

(c) Recency:

Evidence for your judgement.

(d) Authority:

Evidence for your judgement.

(e) Treatment:

Main readership level

Specialist adult / Non-specialist adult / Juvenile

Evidence for your judgement.

3. Compare the scope of a general encyclopaedia and a national encyclopaedia.

4. Many controversies occurred earlier in the general encyclopaedia's development. One area where encyclopaedias differ is in the level of treatment. For example, the following entries for 'ant' from two separate encyclopaedias were aimed at two different user groups.

ENCYCLOPAEDIA "A"	ENCYCLOPAEDIA "B"
ANT. The ants are a group of insects belonging to the large order Hymenoptera (av). They form the super-family formicidae which by some is divided into a number of families and by others is regarded as a single family, Formicidae, that includes 8 subfamilies. They are characterized by having the abdomen petiolate, the antennae elbowed, the sting when present issuing from the tip of the abdomen.	ANT. More ants live on earth than any other insects. Ants may be found in all parts of the world except the North and South Poles. Like people, ants do not live alone. They live and work with other ants in groups called colonies. Ant colonies are somewhat like cities. Hundreds and even thousands of ants live in one nest. Some of these ants feed and care for the young. Others keep the nest clean and store away food.

A. ____________________ B. ____________________

Identify the level at which each entry is written. Compare and contrast the information given in each entry.

5. After the 15th edition of The New Encyclopaedia Britannica was published, a discovery was made that the entries about the republics of the Soviet Union were written by Soviet authors. This revelation caused much criticism and resulted in claims of biased treatment. Adler, then the chairman of the Board of Editors, defended the approach contending that whereas the geography and current economic and social situations were written by local experts, the political history was given more objective treatment elsewhere by recognized authorities from outside the countries in question.

   With whom would you side - the critics or Adler? Justify your decision.

6. In what ways does The New Encyclopaedia Britannica, 15th ed., represent a significant departure from most other general encyclopaedias? List any specific differences which you find.

7. The following are some questions to show the effective use of encyclopaedias to answer information enquiries. You may need to try several encyclopaedias. Use two different encyclopaedias for some of the questions, and compare the information they give.

(a) How many Popes have been called Gregory and what are their dates?

(b) What is the name and date of the treaty on which the British annexation of New Zealand was based?

(c) What is the Duke of Edinburgh Award and how does one qualify for it?

(d) What is the lowest note on the piano?

(e) What is Neo-Kantianism and how did it begin?

(f) How did Australian Rules football develop?

(g) When was the ANZUS treaty signed?

(h) How many ribs does a snake have?

Further Reading

For additional information on encyclopaedias consult the following resources:

DAVIS, S.W. "Australian general encyclopaedias: a review article." Australian Library Journal, Vol.23, No.9, October 1974, pp.322-325.	020.5 AUS 1
Encyclopaedia survey. Review. (Supplement) 2nd ed. Adelaide, South Australia, Education Department, School Libraries Branch, 1981.	R031 ENCY 1
HARTER, S.P. and KISTER, K.F. "Online Encyclopedias: the Potential." Library Journal, Vol.106, No.15, September 1, 1981, p.1600-1602.	020.5 LIB 3
KATZ, William. "Encyclopaedias - General and Subject." in Introduction to Reference Work. 3rd ed. Vol.1, New York, McGraw-Hill Book Co., 1978, pp.135-186.	011.02 KAT
KISTER, Kenneth. Encyclopedia buying guide, 1977-79: a consumer guide to general encyclopedias in print. 3rd ed. N.Y., Bowker, 1981.	R031 ENCY 1978 (2nd ed)
KISTER, Kenneth. "Encyclopedias and the public library: a national survey." Library Journal, Vol.104, No.8, April 15, 1979, pp.890-893.	020.5 LIB 3
KISTER, Kenneth. "Encyclopedia publishing: an update." Library Journal, Vol.103, April 15, 1978, pp.820-823.	020.5 LIB 3
"The Making of a General Encyclopedia." Booklist, Vol.101, September 15, 1976, pp.206-214.	028.105 3
MARYLES, D. "New 21-volume encyclopedia seeks market via retail outlets only." Publisher's Weekly, Vol.218, August 1, 1980, p.36, 38.	Q070.505 PUB 1
NEEDHAM, C.D. "Britannica revisited." Library Association Record, Vol.77, July 1975, pp.153-68.	020.5 LIB 2
ROUTH, S.J. "The Australian encyclopaedia." Australian Library Journal, Vol.28, No.16, September 21, 1979, pp.310-312.	020.5 AUS 1
SHEEHY, Eugene P. Guide to reference books. 9th ed. Chicago, American Library Association, 1976, pp.97-109.	R011.02 SHE 1
WALSH, James P. Encyclopaedia ratings, 1981 4th ed. Croydon, Reference Books Research	

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Chapter 5

MISCELLANY OF FACTS: HANDBOOKS, MANUALS AND YEARBOOKS

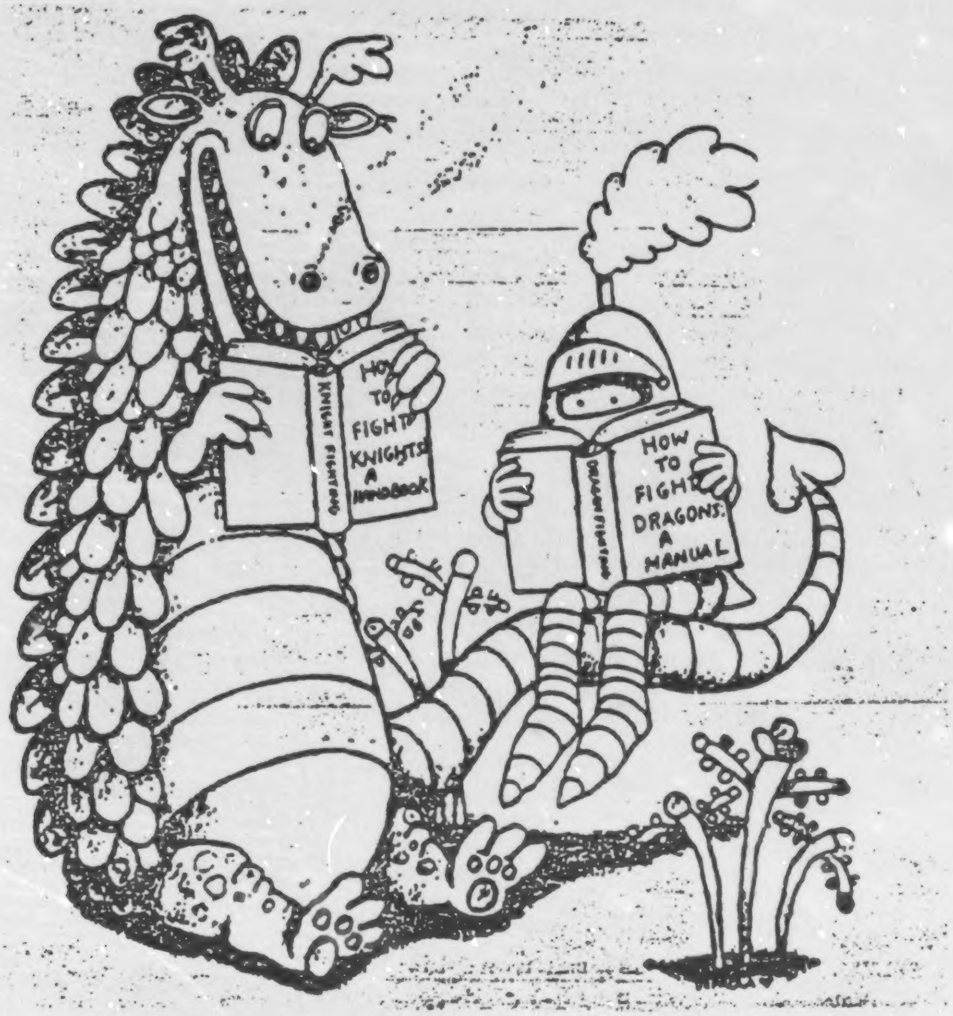
Handbooks, manuals and yearbooks frequently duplicate information found elsewhere in books and encyclopaedias. However, their specific purpose, intended use and arrangement facilitate access to information. Although there is considerable variety in these resources, most handbooks, manuals and yearbooks have the following points in common:

1. They contain miscellany of facts.
2. Information is presented in an abbreviated form, frequently emphasizing statistical or tabular information.
3. The arrangement reflects specific purpose and intended use. It may be alphabetical, chronological or topical.
4. Extensive indexes are usually included.

Handbooks and Manuals

Characteristics

The terms "handbook" and "manual" are often used interchangeably when describing the same type of resource. Generally they incorporate into one volume the most frequently needed information in a given field of knowledge or area of interest. This area is usually quite specific. The following cartoon from the Australian Library Journal (Vol.27, No.15, September 1, 1978, Cover) illustrates the similarities between handbooks and manuals.


KNIGHT FIGHTING
HOW TO FIGHT KNIGHTS: A HANDBOOK
DRAGON FIGHTING
HOW TO FIGHT DRAGONS: A MANUAL

In professional areas like engineering and architecture, a handbook or manual is an essential tool of trade, and would be located in the office to facilitate the easy access required by constant use. This type of resource is now often also referred to as a compendium or source book.

Handbooks and manuals are often acquired by individuals for their own collections. An opera buff will usually own at least one handbook to the opera, giving details of composers, plots and performances. Many car owners who do their own repairs purchase a manual for the model and vehicle concerned. Specialized personal interests can be catered for by a number of cheap handbooks rather than an expensive encyclopaedia. One characteristic of these sources is that they are frequently updated by new editions.

Handbooks and manuals usually contain:

(i) summarized factual information, systematically arranged relating to a specific subject (for example the Oxford companion series). These are like mini-encyclopaedias in specific subject areas

or

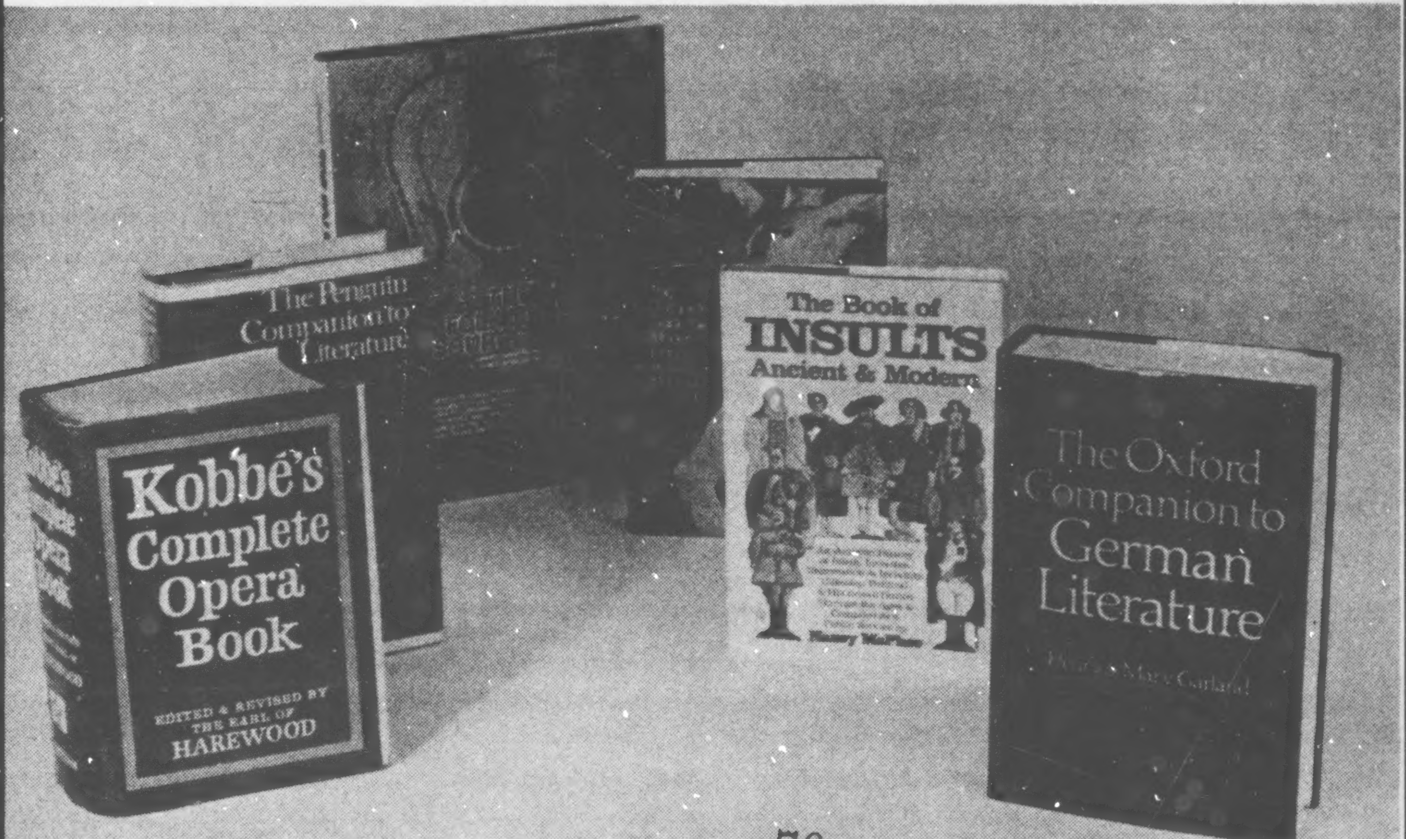
(ii) summarized factual information relating to many subjects, but organized to answer a specific type of question (for example the first, the most important)

or

(iii) instructional, "how to" information (for example recipe books and car manuals).

Use

Handbooks and manuals are usually used to answer questions beginning with "How...." and "What....". "How should I address a letter to the daughter of an Earl who has married a commoner?" "What day is Anzac Day?" All kinds of brief factual questions can be answered from these sources. Many questions which can be answered in encyclopaedias can also be satisfactorily completed in handbooks and manuals, but because the subject areas covered in handbooks are usually more specific and greater in depth than a single article in an encyclopaedia, and the arrangement specialized, handbooks are often easier to use.


The Penguin Companion to Literature
Kobbé's Complete Opera Book
Edited & Revised by The Earl of Harewood
The Book of INSULTS Ancient & Modern
The Oxford Companion to German Literature

Examples

The range of published handbooks and manuals is extensive. Here are just a few examples.

Australian parliamentary handbook. 19th ed. + supplement. Canberra, AGPS, 1975.	R328.9404 AUS 1
BAUMEISTER, T. ed. Standard handbook for mechanical engineers. 8th ed. New York, McGraw-Hill, 1978.	R621 STAN
BAWDEN, L.A. The Oxford companion to film. London, O.U.P., 1976.	R791.4303
BENET, W.R. The reader's encyclopedia. 2nd ed. New York, Crowell, 1965.	R803 READ
The book of lists by Irving Wallace, David Wallechinsky, Amy Wallace and Sylvia Wallace. New York, William Morrow, 1980.	R031.02 WALL 1
The book of the year. An almanac of special days, festivals, seasonal activities and memorable dates throughout the Australian year by Jen Rusden, Judy Walker, Carolyn Dowling, Eva Phillips. Melbourne, Oxford University, 1981.	R394.2 BOOK 1
C.R.C. Handbook of food additives. 2nd ed. Cleveland, Ohio, CRC Press, 1972.	R664.116 CRCH
COSTERMANS, W.F. Native trees and shrubs of South-Eastern Australia. Adelaide, Rigby, 1981.	R582.160994 COST
DREYFUSS, H. Symbol sourcebook; an authoritative guide to international graphic symbols. N.Y., McGraw-Hill, 1972.	R419.2 D 1
DUNNETTE, M.D. ed. Handbook of industrial and organizational psychology. Chicago, Rand McNally, 1976.	R158.7 DUNN
FREEMAN-GRENVILLE, G.S.P. Chronology of world history; a calendar of principal events from 3000 BC to AD 1976. 2nd ed. London, Rex Collings, 1978.	R902.02 FREE
GILLETT, Ross. Warships of Australia. Adelaide, Rigby, 1977.	R623.8250994 GILL
KANE, J.N. Famous first facts. A record of first happenings, discoveries and inventions in the United States. 4th ed. N.Y., Wilson, 1981.	R031 KAN 1 3rd ed.

KEMP, P. Oxford companion to ships and the sea. London, O.U.P., 1976.	
KORN, G.A. and T.M. Mathematical handbook for scientists and engineers. 2nd ed. N.Y., McGraw-Hill, 1968.	R510.202 KORN
MORTON-EVANS, Michael. Australian book of lists: 2000 amazing facts, figures and opinions about Australia and Australian people. North Ryde, N.S.W., Cassell Australia, 1980. (Note that there is a book by Bill Wannan with the same title)	R032.02 MOR 1
The odds on virtually everything compiled by the editors of Heron House, New York, G.P. Putnam & Sons, 1980.	R031.02 SCAM
POST, E.L. The new Emily Post's etiquette. N.Y., Funk and Wagnalls, 1975.	R395 POST
Reader's Digest complete book of Australian birds. Sydney, Reader's Digest Services, 1976.	R598.941 TAY 1
Reader's Digest do-it-yourself manual. Sydney, Reader's Digest Services, 1965.	
Reader's Digest repair manual. Sydney, Reader's Digest Services, 1977.	
Rules of the game. Ringwood, Penguin, 1974.	R796.03 DIA 1
SWEZEY, K. Formulas, methods, tips and data for home and workshop. N.Y., Harper & Row, 1969.	R745.50202 SWEZ
TAINTOR, S. and MONRO, K.M. The secretary's handbook: a manual of correct usage. 9th ed. N.Y., Macmillan, 1969.	R651.7400202 TAI 1
TAYLOR, L.J. A librarian's handbook. 2 vols. London, Library Association, 1980.	R020.941 TAY 2
UDEN, G. Longman illustrated companion to world history. 2 vols. London, Longman, 1976.	R903 LONG
WANNAN, Bill. The Australian book of lists. Melbourne, Sunbooks, 1980. (Note there is a work by Michael Morton-Evans with the same title)	R032.02 WANN

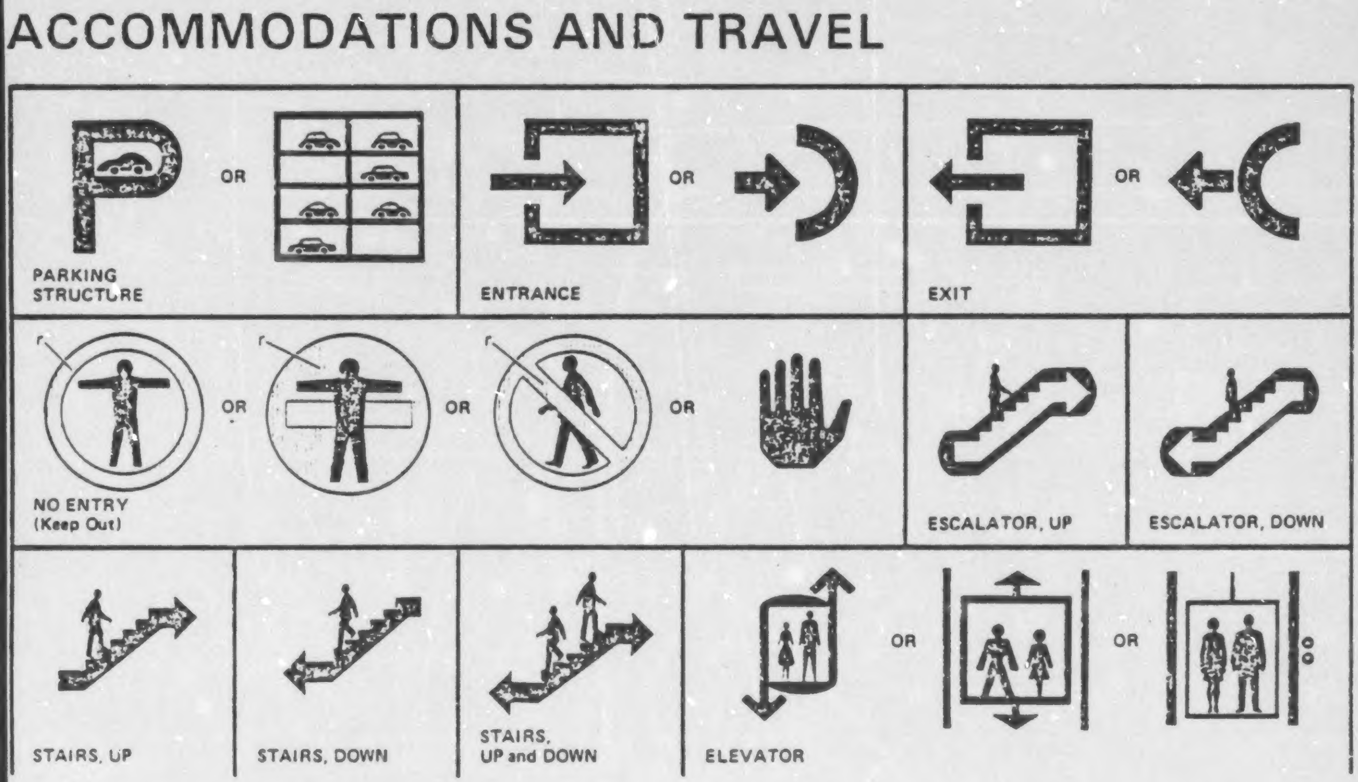
WEAST, R.C. CRC handbook of chemistry and physics: a ready-reference book of chemical and physical data. 62nd ed. Cleveland, C.R.C., 1981.

R540.2
CRCH
(58th ed)

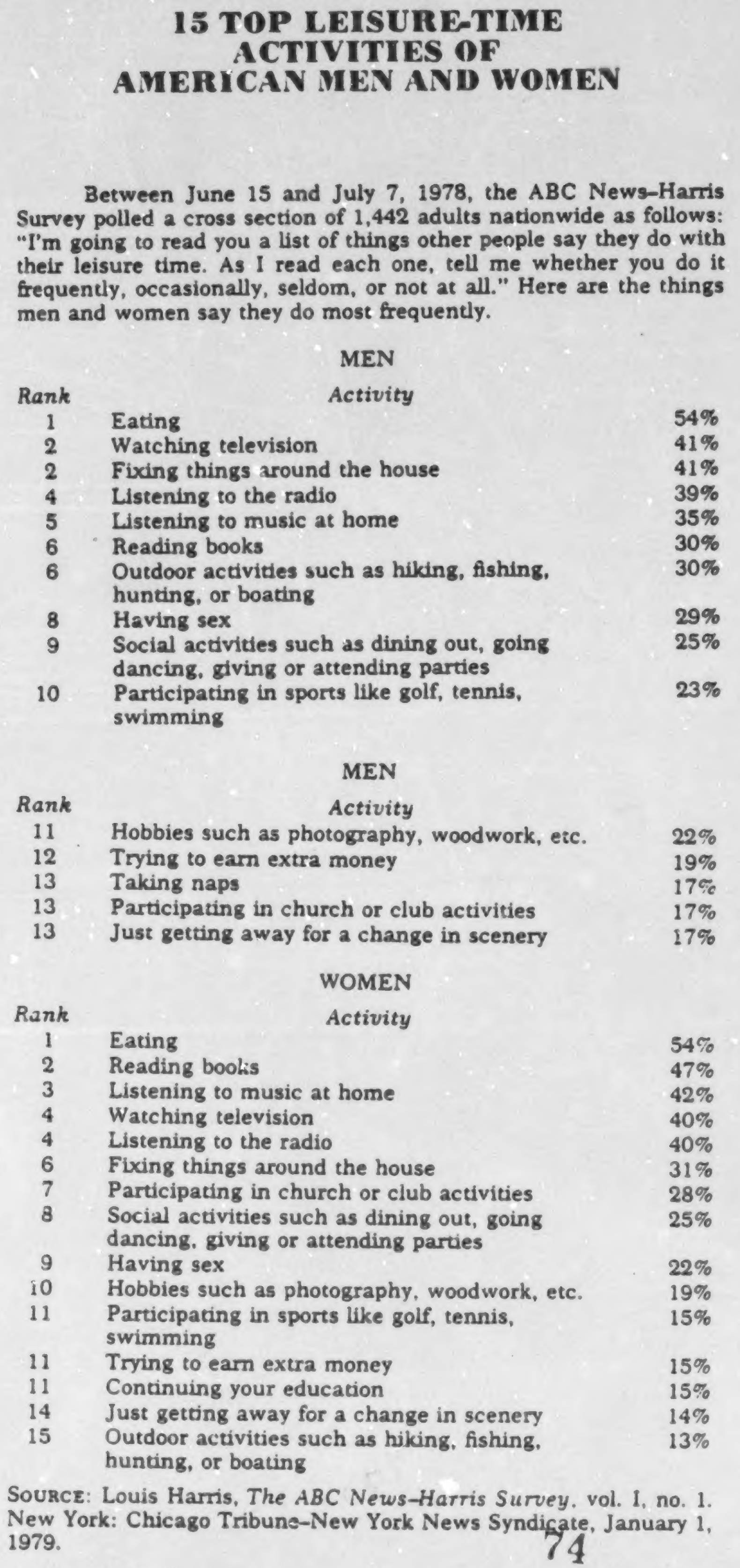
WEBSTER, R.H. How to retire successfully. Cammeray, N.S.W., Morowitz Grahame Books, 1981.

The dramatic variation among these resources in subject matter is reflected in the diverse aims and methods of arranging and treating their content which different handbooks and manuals show. The following are some examples.

Dreyfuss in the Symbol sourcebook, states that the work is intended to "aid all who in reading, travelling, or working come across symbols and need to define them, as well as professionals and specialists.." Symbols are organized by type, for example:


ACCOMMODATIONS AND TRAVEL
OR
PARKING STRUCTURE
OR
ENTRANCE
OR
EXIT
OR
OR
OR
NO ENTRY (Keep Out)
ESCALATOR, UP
ESCALATOR, DOWN
STAIRS, UP
STAIRS, DOWN
STAIRS, UP and DOWN
OR
OR
ELEVATOR

The Book of lists contains a wide variety of details about "watchamecallit" and "thingamabobs".



15 TOP LEISURE-TIME ACTIVITIES OF AMERICAN MEN AND WOMEN

Between June 15 and July 7, 1978, the ABC News–Harris Survey polled a cross section of 1,442 adults nationwide as follows: "I'm going to read you a list of things other people say they do with their leisure time. As I read each one, tell me whether you do it frequently, occasionally, seldom, or not at all." Here are the things men and women say they do most frequently.

MEN

Rank	*Activity*	
1	Eating	54%
2	Watching television	41%
2	Fixing things around the house	41%
4	Listening to the radio	39%
5	Listening to music at home	35%
6	Reading books	30%
6	Outdoor activities such as hiking, fishing, hunting, or boating	30%
8	Having sex	29%
9	Social activities such as dining out, going dancing, giving or attending parties	25%
10	Participating in sports like golf, tennis, swimming	23%

MEN

Rank	*Activity*	
11	Hobbies such as photography, woodwork, etc.	22%
12	Trying to earn extra money	19%
13	Taking naps	17%
13	Participating in church or club activities	17%
13	Just getting away for a change in scenery	17%

WOMEN

Rank	*Activity*	
1	Eating	54%
2	Reading books	47%
3	Listening to music at home	42%
4	Watching television	40%
4	Listening to the radio	40%
6	Fixing things around the house	31%
7	Participating in church or club activities	28%
8	Social activities such as dining out, going dancing, giving or attending parties	25%
9	Having sex	22%
10	Hobbies such as photography, woodwork, etc.	19%
11	Participating in sports like golf, tennis, swimming	15%
11	Trying to earn extra money	15%
11	Continuing your education	15%
14	Just getting away for a change in scenery	14%
15	Outdoor activities such as hiking, fishing, hunting, or boating	13%

SOURCE: Louis Harris, *The ABC News–Harris Survey*, vol. I, no. 1. New York: Chicago Tribune–New York News Syndicate, January 1, 1979.

The Australian book of lists (Morton-Evans) gives similar details for Australia.

THE 10 LEAST SOCIALLY ACCEPTABLE OCCUPATIONS IN AUSTRALIA

1. Prostitute
2. Street Sweeper
3. Massage Parlour Operative
4. Office Cleaner
5. Wharfie
6. Unskilled Labourer
7. Petrol Station Attendant
8. Barmaid
9. Factory Worker
10. Farm Labourer

ANN DANIEL, SOCIOLOGIST,
UNIVERSITY OF NEW SOUTH WALES

10 OCCUPATIONS OF AUSTRALIANS WITH IQ'S IN THE TOP 2 PER CENT OF THE POPULATION*

1. Aircraft Mechanic
2. Stenographer
3. Salesman
4. Farmer
5. Nurse
6. Housewife
7. Librarian
8. Printer
9. Typewriter Mechanic
10. Long-term Prison Inmate

* Mensa is a society for the top 2 per cent of the population as established by standard IQ tests. That is to say, people who have an IQ of over 132. Normal IQ is between 80 and 115. People with an IQ of less than 75 are generally regarded as being mentally defective, and mental defectives are often subdivided into Morons (50-75), Imbeciles (25-50), and Idiots (below 25).

AUSTRALIAN MENSA INCORPORATED

Some handbooks are the sort one "browses through" and occasionally reads from cover to cover rather than consulting for a particular item. However they are of high interest and useful for certain enquiries - particularly for after dinner speeches!

Some historical handbooks, such as the Chronology of world history, provide a running account of main events in specified areas of the world for any given year. Here is a brief segment from 1975 for three geographical regions:

1975 - 1976

WESTERN & NORTHERN EUROPE

1975 19 Jan., Arab gunmen injure 20 persons at Orly airport, near Paris. 20 Jan., UK announces abandonment of projected Channel Tunnel. 20 Jan., France agrees to supply Egypt with Mirage aircraft. Anglo-Iranian trade agreement signed. 31 Jan., National Enterprise Board set up in UK. 17 Feb., UK-USSR agreement on economic, scientific and industrial co-operation. 10 March, EEC leaders confer in Dublin. 18 March, UK cabinet agrees to remain in EEC. 29 May, President Ford attends NATO meeting in Brussels. 30 July – 1 Aug., summit conference on European security at Helsinki: declaration on peaceful co-operation signed by 31 nations. 3 Oct. – 7 Nov., Dr Tiede Herrema, Dutch businessman, held captive by IRA terrorists. 22 Oct., economic agreement between Saudi Arabia and UK. 24 Oct., women in Iceland paralyse country with almost 100% one day strike. 28 Oct., terrorist bomb attack in Belfast and other capitals. 3 Nov., first oil from N. Sea landed in Britain. 7 Nov., UK borrows £975m from IMF. 15-17 Nov., leaders of France, Germany, Italy, Japan, UK and USA hold economic conference at Rambouillet. 5 Dec., detention without trial ended in N Ireland.

CENTRAL & SOUTHERN EUROPE

1975 5 Feb., manifesto signed by 500 senior civil servants demands democratization in Spain. 11 March, ex-President Spinola flees from Portugal. 12 March, Armed Forces Movement in Portugal sets up Supreme Revolutionary Council. Apr., Social Democratic Party established in Spain. 25 Apr., general election in Portugal: Socialists 37.9%; People's Party 26.6%; Communists 12.5%. 27 Apr., state of emergency declared in Spanish Basque provinces. 7 June, new constitution announced in Greece. 20 June, Konstantinos Tsatsos sworn in as President of Greece. 25 July, triumvirate takes control in Portugal, dismissing cabinet. 4 Sept., Egypt and Israel agree at Geneva on Israeli withdrawal in Sinai. 28 Oct., terrorist bomb attacks in Lisbon and Valencia. 30 Oct., Prince Juan Carlos assumes office as Head of State in Spain during mortal illness of General Franco. 20 Nov., General Franco d. 22 Nov., Juan Carlos I proclaimed King of Spain.

AFRICA

1975 1 Jan., J. Callaghan, British Foreign Secretary, begins visit to Zambia and SA. 15 Jan., Portugal signs agreements with three liberation movements giving independence to Angola. 11 Feb., President Ratsimandrava of Madagascar assassinated. 28 Feb., Lomé Convention between EEC and 46 developing nations on trade, aid and co-operation. 21 March, Military Council in Ethiopia abolishes the Crown. 13 Apr., President Tombalbaye of Chad assassinated. 16 Apr., new cabinet in Egypt under Mamduh Muhammad Salim. 11 June, Dennis Hills, British lecturer, sentenced to death in Uganda for describing President Amin as a 'village tyrant'. 15 June, Lieut. Col. Didier Ratsiraka becomes President of Madagascar. 25 June, Mozambique becomes independent: Samora Machel, first President. 5 July, Cape Verde Is. become independent: Aristides Pereira, first President. 6 July, Comoro Is. become independent, Mayotte remaining subject to France by its free choice: Sheikh Muhammad Abdallah, first President. 10 July, Hills released and deported from Uganda. 12 July São Tomé and Principé become independent: Pinto da Costa, first President. 29 July – 2 Aug., OAU Summit Meeting in Kampala. 29 July, General Gowon deposed in Nigeria: Brigadier Murtala Muhammad becomes Head of State. 25 Aug., SA Prime Minister Vorster and President Kaunda of Zambia preside at opening of constitutional talks between Rhodesia and ANC on Victoria Falls railway bridge. 1 Sept., constitional conference on future of Namibia (SWA) opened at Windhoek. Oct., construction begun of military and political academy at Monduli, near Arusha, Tanzania, with Chinese aid. 10 Oct., new Supreme Military Council set up in Ghana. 10 Nov., Angola becomes independent: divided between three warring factions. 14 Nov., Mauritania, Morocco and Spanish Sahara reach agreement on future of Spanish Sahara. 1 Dec., Ian Smith and Joshua Nkomo sign declaration of intent to negotiate a constitutional settlement in Rhodesia.

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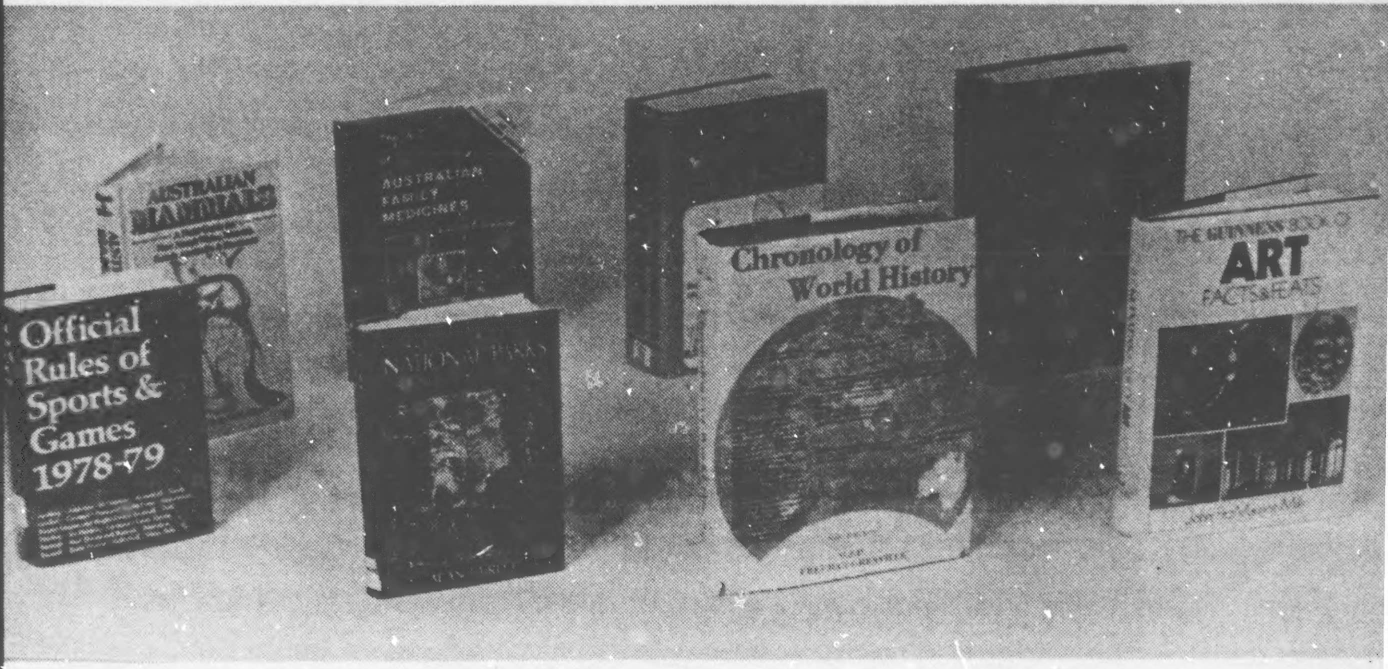
And just to prove that the variety of handbooks and manuals is endless, and the details contained in them multifarious, The odds on virtually everything gives:

> **WHAT ARE THE ODDS ON COMPLETING A FOUR YEAR COLLEGE COURSE?**
>
> Of all those who entered college in the fall of 1977, 51% will earn a bachelor's degree in 1981.
>
> The Odds: Just over **even**
>
> Source: College Career Placement offices

Finally, note that a resource classified as a "handbook" or "manual" can be titled differently, as a 'companion to..., encyclopaedia of...', or 'dictionary of...'.

The title is less important than what the resource contains, and what it can be used for.


Australian Mammals
Australian Family Medicines
Official Rules of Sports & Games 1978-79
National Parks
Chronology of World History
The Guinness Book of Art Facts & Feats

Yearbooks

Characteristics

A yearbook is basically an annual publication containing current information. Yearbooks contain much the same type of information as handbooks and manuals. The need for up-to-date information is met by annual versions of these sources. Some common types of yearbooks are those which:

(i) Supplement encyclopaedias, for example Americana Annual, and World Book 1981 (one is published each year to update the main body of the encyclopaedia).

(ii) Summarize recent developments in a subject area. The following example gives a sample from the list of contents for the Annual review of information science and technology, Vol.15, 1980.

- Artificial Intelligence Applications in Information Systems by Linda C. Smith.
- Computers in Publishing by Seldon W. Terrant.
- Computer Assisted Legal Research by Signe E. Larson and Martha E. Williams.
- Information Services Issues in less developed countries by Carl Keren and Larry Harman.

(iii) Provide miscellaneous facts, for example almanacs.

(iv) Contain information for a particular trade or profession, for example the Bowker annual of library and book trade information which provides a state of the art perspective, including

- Reports from the field
- Legislation funding and grants
- Library education, placement and salaries
- Research and statistics
- International reports and statistical analysis
- Directory of organisations.

(v) Contain statistical and other information relating to one or more countries, for example The Stateman's yearbook. 118th edition, 1981-1982. This covers a large number of countries and includes items like

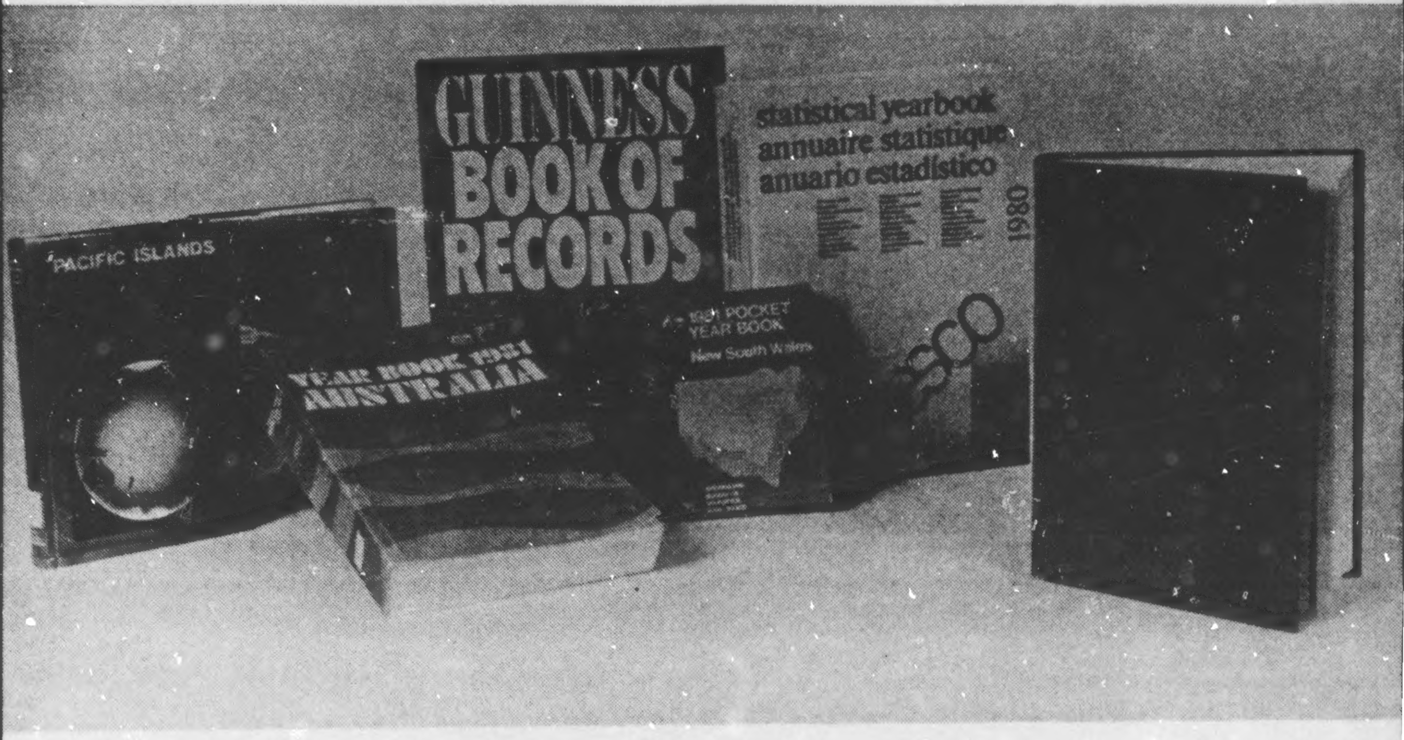
- Population
- Constitution

- Territorial sea limits
- International organizations.

Most countries publish an official yearbook, for example Official yearbook of Australia, which contains a wealth of information, particularly statistical, on all aspects of Australia, for example energy, resources, housing and construction, manpower, health.

Of course these categories overlap: for instance the McGraw Hill yearbook of science and technology supplements an encyclopaedia as well as summarizing recent developments in the subject areas covered.

Some yearbooks contain historical, as well as current information.


GUINNESS BOOK OF RECORDS
statistical yearbook
annuaire statistique
anuario estadistico
1980
PACIFIC ISLANDS
YEAR BOOK 1981 AUSTRALIA
1981 POCKET YEAR BOOK
New South Wales

Almanacs in particular have a long historical tradition. Initially they were calendars of the months which identified eclipses, planet movements, the rising and setting times of the sun, moon, and stars and other information of use to farmers and navigators. Today almanacs are more extensive in scope often providing both current and retrospective information, frequently in statistical or tabular form. They can provide an amazing variety of factual information.

The cover of the Information Please Almanac lists its contents:

INFORMATION PLEASE ALMANAC

1980

THE ANSWER BOOK

The first place to look for facts & figures, people & places, past & present

NEW!

What Are the "New Religions"?
Cutting the High Cost of Higher Education
Old Age Is NOT a Disease!
plus Country-by-Country Data · Sports · Maps · People
The Year's Top Trivia · and much more

INFORMATION PLEASE ALMANAC

For 34 years has been "the answer book" in homes, schools and offices all over the world.

☞ up-to-date answers
☞ world and national statistics
☞ business data
☞ special features on current events
☞ headline history
☞ sources for additional information and help
☞ world records
☞ trivia & more

THE ONE-BOOK REFERENCE LIBRARY
☞ OVER 1,000 PAGES.
☞ COLOR MAPS.
☞ EASY-TO-USE INDEX.

0-671-25262-3

Examples

There are many published yearbooks. These are some of the more frequently used:

The Americana annual: yearbook of the Encyclopedia Americana. N.Y., Grolier.	R031 ENC 31
The Bowker annual of library and book trade information. N.Y., Bowker.	R020.5 BOW 1
The Europa yearbook: a world survey. 2 vols. London, Europa Publications.	R909.82 EUR 1
Guiness book of records. London, Guiness Superlatives.	R030 G 1
Information please almanac; atlas and yearbook. New York, Simon & Schuster.	R031.02 INFO
Jane's all the world's aircraft. London, Jane's Yearbooks.	R629.133025 JAN 1
McGraw-Hill yearbook of science and technology. N.Y., McGraw-Hill.	R505 MACG 1
Official yearbook of New South Wales. Sydney, Government Printer.	A.B.S. 1301.1
Pacific defence reporter yearbook. Prahran, Victoria, Peter Isaacson Publications.	R355.0091823 PACI (1980 ed.)
Performing arts year book of Australia. Mosman, N.S.W., Showcast Publications Pty. Ltd.	R790.205 PERF (1980 ed.)
Pocket year book Australia. Canberra, Australian Bureau of Statistics.	
Press, radio and TV guide; Australia, New Zealand and the Pacific Islands. Sydney,	R079.94 PRE 1
Statesman's yearbook; statistical and historical annual of the states of the world. London, Macmillan.	R310.05 STA 1
UNITED NATIONS. Statistical yearbook. New York, U.N.	R310.05 UNI 1
U.N.E.S.C.O. Statistical yearbook, Paris, Unesco.	R310.05 UNI 1
WHITAKER, J. An almanack. London, Whitaker, 1869- .	R031.02 WHI 1
The world almanac and book of facts. New York, Doubleday.	R031.02 WOR 1
Official year book of Australia. Canberra, Australian Bureau of Statistics.	A.B.S. 1301.0

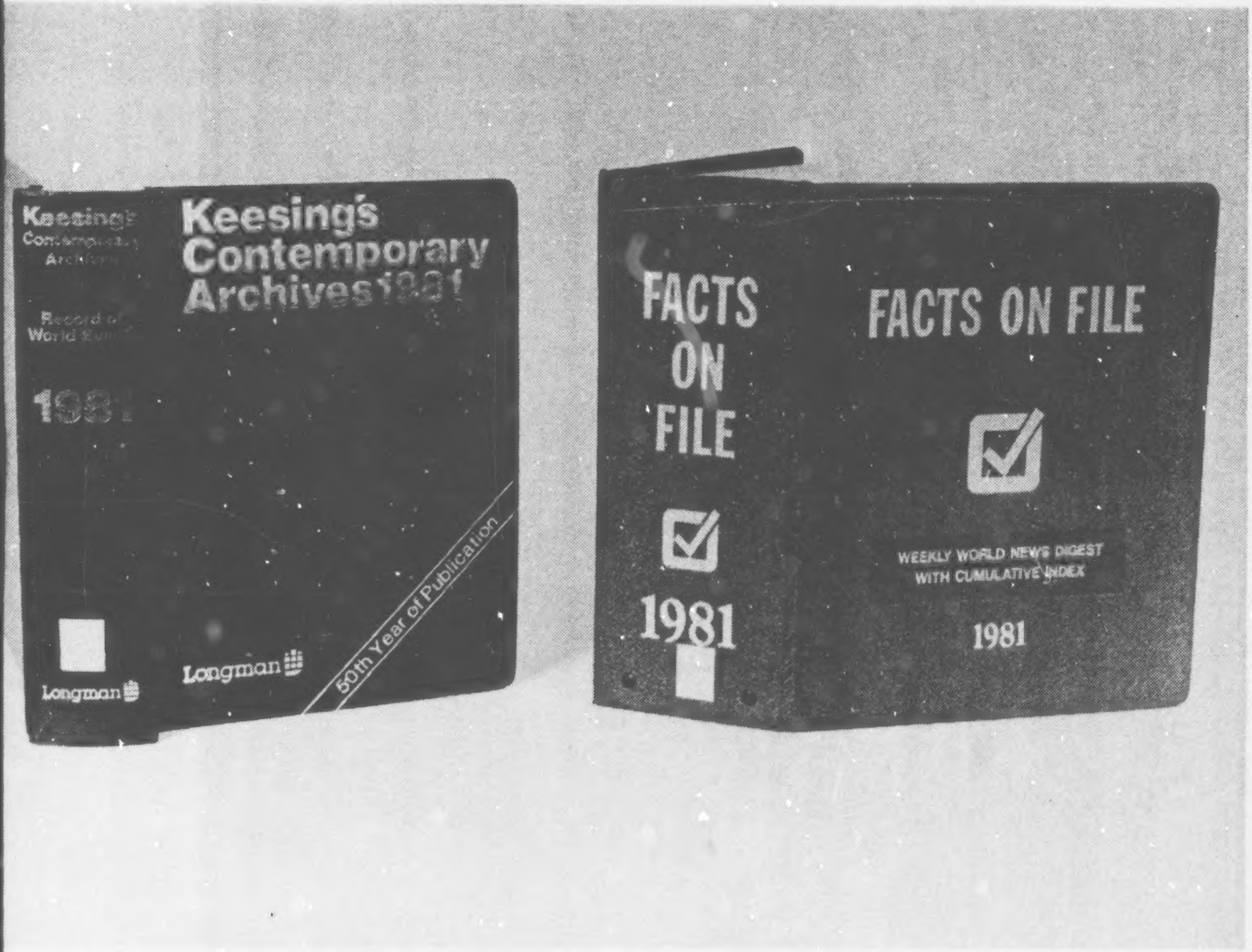
Because current information is emphasized in yearbooks, currency is a vital consideration when evaluating them. Of course, no yearbook can ever be completely up-to-date. For this reason it is useful to note those publications which are not yearbooks, but which serve to update them. Examples of such resources include:

Facts on file: weekly world news digest with cumulative index. N.Y., Facts on File.
R909.8205
FAC 1

- The *Facts on file* news reference service consists of
  - i) 'The News Digest', published weekly and which summarises more than 50 foreign and U.S. newspapers and magazines. In addition, the editors of *Facts on file* make use of official government publications, news releases and documents to ensure accuracy and breadth and depth of coverage.
  - ii) 'The Cumulative Index' which cumulates weekly, bimonthly, quarterly, half yearly, three-quarter yearly and finally, yearly.

Keesing's contemporary archives: weekly record of important world events with index continually kept up-to-date. London, Keesing's.
R909.8205
KEE 1

- Consists of Archive articles accessible through the outline indexes and analytical indexes, name indexes, and updated weekly. Contains factual reports on current affairs based on information abstracted from press, broadcasting and other sources.


Keesing's
Contemporary
Archives
Record of
World Events
1981
Longman
Keesing's
Contemporary
Archives 1981
Longman
50th Year of Publication
FACTS
ON
FILE
1981
FACTS ON FILE
WEEKLY WORLD NEWS DIGEST
WITH CUMULATIVE INDEX
1981

Evaluation Criteria

Evaluation criteria have been discussed previously in these packages. Some criteria of relevance for handbooks, manuals and yearbooks are:

ARRANGEMENT	Arrangement is particularly important with these types of resources. The arrangement must be suitable for the topic, logical and consistent, and alternative access provided by an adequate index suitably cross-referenced. Effective indexing is vital in resources of this type. All items should be indexed comprehensively with multiple entries in the index to facilitate retrieval. For manuals, where less specific information may be required, a comprehensive contents list will facilitate access.
PHYSICAL FORMAT/ PICTURES	A strong binding is required. A handbook originally was intended to be held in the hand and those now carried by readers for quick access must be reasonably compact. Illustrations are vital in manuals, where how-to information is given. A picture or diagram may convey meaning in a way words cannot.
AUTHORITY	Who has supplied the information contained? How has it been verified? The supplier of statistical information is frequently a government department. Handbooks and manuals which are often produced by one person, reflect the value judgements and opinions of that person. Compare the following entries:

> Grundy, Mrs.: A CHARACTER from Thomas Morton's play *Speed the Plough,* who does not actually appear in the play but of whose judgments everyone in the play is very much afraid. The question "What will *Mrs. Grundy* say?" points to her symbolic value as a strict upholder of social conventions and an intolerant advocate of pointless propriety.

HOLMAN, C. Hugh. A handbook to literature. 3rd ed.
New York, Odyssey Press, 1972, p.247.

> Grundy, Mrs. *What will Mrs. Grundy say?* What will our very proper and strait-laced neighbors say? A phrase from Tom Morton's English comedy *Speed the Plough* (1800). In the first scene Mrs. Ashfield shows herself very jealous of neighbor Grundy, and farmer Ashfield says to her: "Be quiet, wull ye? Always ding, dinging Dame Grundy into my ears. What will Mrs. Grundy say? What will Mrs. Grundy think? . . ."

BENET, W.R. The reader's encyclopedia. 2nd ed. N.Y.,
Crowell, 1965, p.427.

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RECENCY	The date of information contained should be established, and compared with the publication date. The date of a yearbook may be the year it is issued, and not the year it covers. Be careful to check the date of coverage. Revision procedures and methods of updating should be noted. It is important that these resources supply up-to-date information. Many government yearbooks suffer long delays in publication. The up-to-dateness of statistical data supplied must be checked.
SCOPE	What is the subject and country coverage? What is the depth of coverage? Are instructions included in manuals? Are they easy to follow?

Study Questions and Exercises

1. Choose a handbook or manual and answer the following questions:

   (a) Write the title of the book you have chosen in this category. Examine the foreword or introduction. What is the stated purpose of the book? Is this purpose achieved?

   (b) List the kind of information included in the book you have chosen.

   (c) Is the information restricted to a particular country or time period?

   (d) How is the book arranged?

   (e) Was there an explanation of this arrangement? Where did you find it?

(f) What types of library or information agency would find this a useful resource? Why?

2. What criteria would you give highest priority when evaluating a cookbook?

3. Choose one yearbook and evaluate it, using APPARATUS criteria. Which criteria should receive highest priority? Are there any additional criteria which are relevant?

4. What are the major differences between Keesing's contemporary archives, and Facts on file? How effective are their indexes?

5. Using the material listed as Further Reading in this chapter, list the functions of an encyclopaedia yearbook.

6. Use handbooks, manuals and yearbooks to answer the following questions. For each resource you examine, note the arrangement used.

   (i) Who invented television?

   (ii) Are kookaburras found in all states of Australia?

   (iii) In which year was Copenhagen made the capital of Denmark?

   (iv) Who are the principal characters in Hamlet, and who died in the play?

   (v) Who was the first man in space?

   (vi) What country has the fewest telephones per head of population?

   (vii) What is the population of New York?

(viii) What is the longest railway tunnel in the world? How long is it?

(ix) How much rice does Australia produce? How much of it is exported?

(x) Who won the Nobel Prize for physiology in 1960?

(xi) Who is the Federal Minister for Education?

(xii) How many gates should there be in (a) slalom, and (b) giant slalom?

(xiii) When is the Jewish New Year (Rosh Hashanah) in 1985?

(xiv) How would you begin a letter to an archbishop?

7. Try to locate the answer to one of the questions you chose for Question 5 in an encyclopaedia. On the basis of this, how do handbooks, manuals and yearbooks differ from encyclopaedias?

Further Reading

CHENEY, F.N. and WILLIAMS, W.J. Fundamental reference resources. 2nd ed. Chicago, A.L.A., 1980. pp. 226-263.	028.7 CHE 1
GATES, Jean Key. Guide to the use of books and libraries. 4th ed. N.Y., McGraw-Hill, 1979. pp. 116-121.	028.7 GATE
KATZ, Bill and TARR, Andrea. Reference and information services: a reader. Metuchen, Scarecrow Press, 1978. pp. 394-399.	025.52 KATZ
KATZ, William A. Introduction to reference work. Vol.1, 3rd ed. N.Y., McGraw-Hill, 1978. pp. 20-26; pp. 174-175; pp. 203-213; pp. 188-203.	011.02 KAT
KATZ, William. Your library: a reference guide. N.Y., Holt, Rinehart & Winston, 1979. pp. 68-73.	021 KATZ

Chapter 6

PEOPLE, ORGANIZATIONS AND PLACES: DIRECTORIES

March 10, 1981, was a long awaited day for Amy and John McDermott as they arrived at their new home - a renovated duplex - in the Sydney suburb of Ryde with their three year old daughter and four cats. After only one week of city living their experiences have ranged from simple readjustment problems to near life-or-death situations. Here are just a few of the highlights of their first seven days:

(1) As removalists were unloading their refrigerator, they dropped it down the front steps. However, in spite of obvious dents and extensive damage to the freezer door, the disreputable removalists refused to acknowledge their liability in the accident. John needed to seek legal advice on how to reclaim losses.

(2) The four cats strayed into the territory of the neighbour's terrier and arrived back home bruised and battered. Amy needed to contact the nearest veterinarian.

(3) After unpacking on the first day, the McDermotts were hungry and wanted to go out to eat. Since John craves lasagne, they hoped to find a reasonably priced Italian restaurant in the area. However, they did not know the most efficient way of finding one.

(4) After dining, the McDermotts and their daughter drove into town for a look at the harbour. When they returned they discovered that their colour television set had been stolen. Needless to say, they wanted to notify the police!

(5) John, a teacher, is interested in learning if he can obtain any casual work in the schools near his new home. He has made an appointment with the Department of Education and has the address, but now needs to know how to actually find the building.

(6) Amy, a television scriptwriter, arranged a number of interviews with producers of television programmes. However, before interviewing, she would like to learn more about the background of the producers with whom she will be speaking.

(7) If both of the McDermotts find work, they will need to locate a Day Care Centre at which to leave their daughter during the day. They are not sure how to find the nearest centre.

(8) In their old home town, the McDermotts belonged to a Scottish dancing club. They would like to continue this interest and so need to find out if there are any Scottish dancing clubs located in Sydney.

(9) Because their daughter is reading aloud and solving complicated math problems at the age of three, the McDermotts suspect she may be 'gifted'. They wish to seek a professional opinion.

(10) After a hectic move to the city, the McDermotts decide that a short holiday would be just the thing to ease their frassled nerves. Before leaving, however, they need to find a 'cattery' at which to board their cats.

(11) Their first choice of vacation itinerary is Tutuila Island, which they have been told has gorgeous scenery. However, they are really not certain of this island's exact location. To solve this problem and to learn about the climate and landscape features they are looking for an appropriate source of information.

Solving all of the above problems could have been facilitated by using directories. A directory is a listing of people, organizations, places or services. Test your knowledge of directories by providing a specific title of a directory which might have been consulted in each of the above cases. When you have finished, consult the list of possible answers found on page 117. How did you do?

10-11 correct	How come you know so much?
8-9 correct	Bravo! You know your directories.
6-7 correct	You will probably find much new information in this chapter
5 or less	Welcome! This chapter was designed especially for you.

A directory is a systematically arranged listing of people, organizations, services, or places. Typically, it gives such information as addresses, occupations and qualifications (for individuals): addresses, office bearers and functions (for organizations): geographic location (for places): and what is available and where (for services).

This chapter contains information on the following types of directory, according to the function: biographical, organizational, and locational. As you read, remember that directory-type information may also be found in many other resources besides directories, for example, encyclopaedias and yearbooks. In many cases the characteristics which distinguish a directory from other resources are the arrangement and the abbreviated nature of the information included.

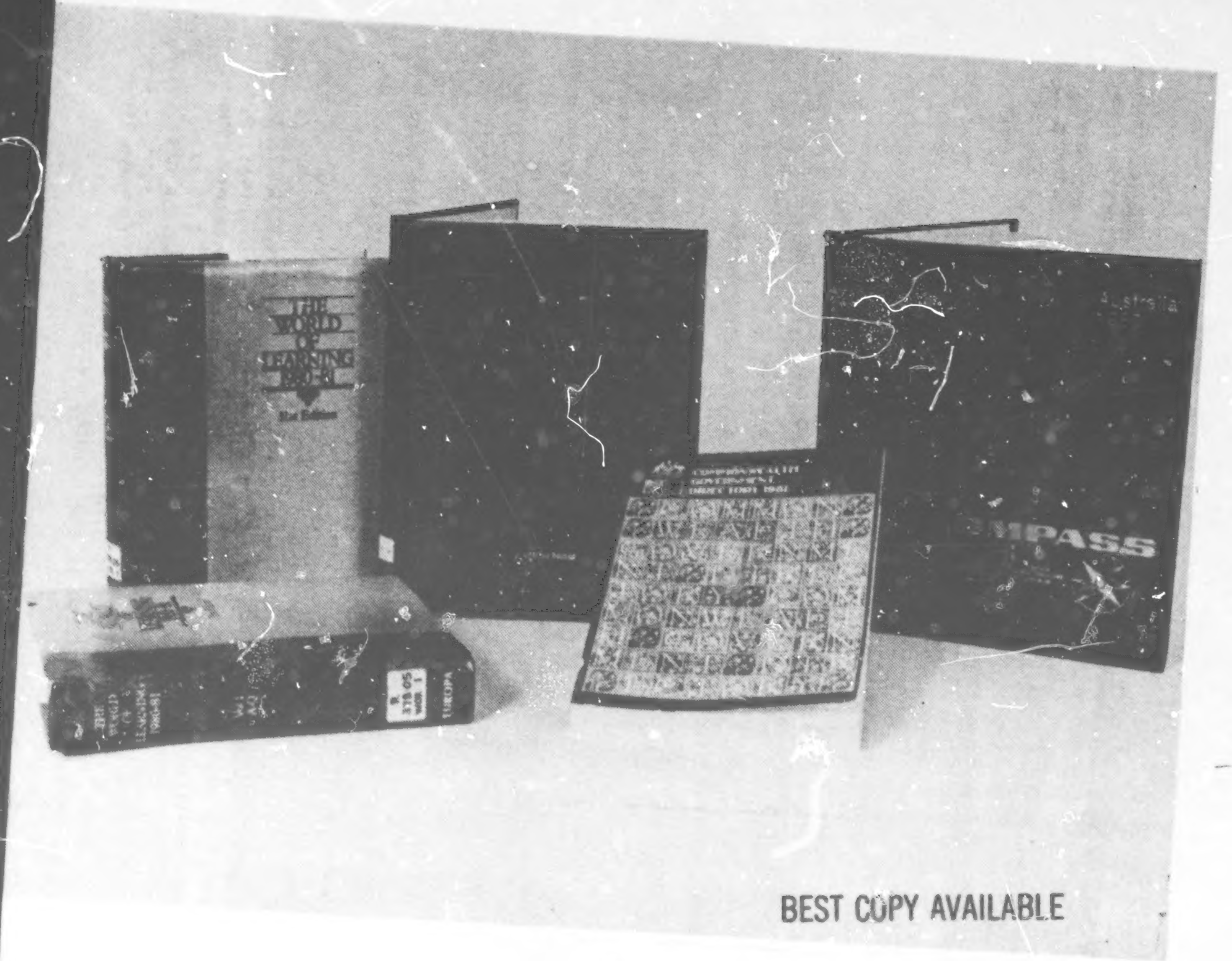
The new electronic media may prove useful for directory type information. Videotex links a modified domestic television set or user friendly terminal through telephone lines to a computer data base. The client, at home or in the office, or in a shopping centre, wherever the terminal is located, can dial up any of the directories provided on the data base. Since the cost of printing is increasing rapidly, this method of providing directory type information, which must be updated frequently, will be more and more attractive.

The Prestel service in the U.K. provides directories of accommodation, child care, restaurants, cinemas and other services, local community directories, government agencies, shops and many other organizations. Similar services are being trialled in the U.S., Canada, Japan, Hong Kong, and several European countries.

In a more limited fashion Teletext can also provide directory information. This system also uses a modified domestic television receiver. The size of the teletext data base is much smaller than that provided by videotex, because the information is broadcast on a continuous cycle, at approximately four 'pages' per second.

The technology presently in use therefore places a practical limitation of about four hundred 'pages' from each teletext service. This may be expanded in the near future but will never reach the capability of the Videotex service, which is limited only by the capacity of the computer used.

Teletext is most useful for providing information which needs very frequent updating or for announcing new services, and news about existing services (e.g. changes in opening hours). Seventext, operated by Channel 7, currently contains a small amount of directory type information with lists of restaurants and theatres. It is likely that teletext will become more widely used than videotex in the near future because of the relative lack of expense, and could solve some of the currency problems associated with printed directories by providing supplementary information to the printed resources.


THE WORLD OF LEARNING 1980-81
31st Edition
THE WORLD OF LEARNING 1980-81
EUROPA
COMMONWEALTH GOVERNMENT DIRECTORY 1981
Australia
KOMPASS

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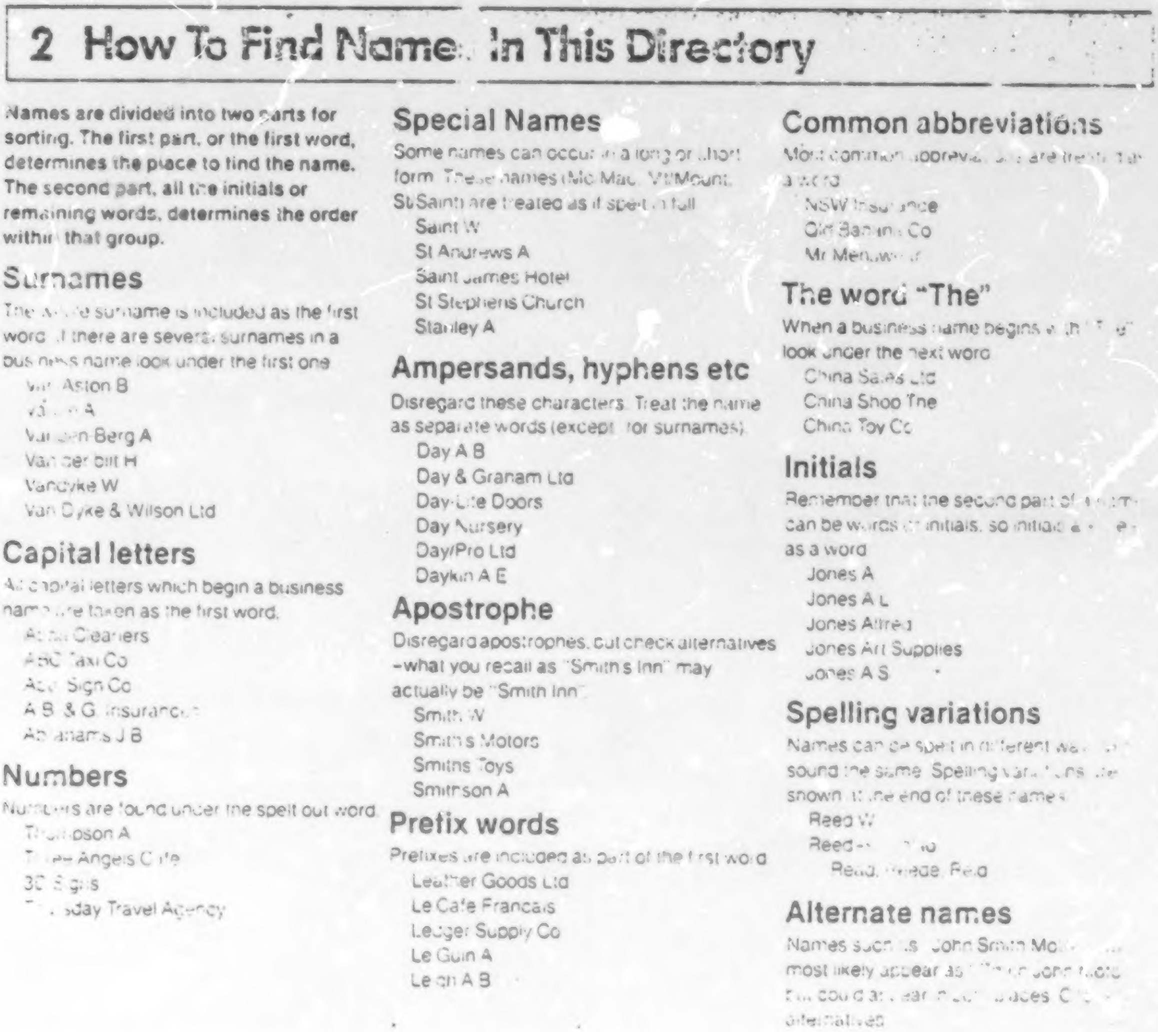
The most familiar form of directory is the telephone directory providing limited biographical information and details of organizations. Names are arranged alphabetically with details of addresses and telephone numbers, and the accompanying yellow pages list the suppliers of various products and services. With the 1981 directories, personal and corporate names have once again been interfiled, causing some initial confusion. The directory includes instruction in use, for example:



2 How To Find Names In This Directory

Names are divided into two parts for sorting. The first part, or the first word, determines the place to find the name. The second part, all the initials or remaining words, determines the order within that group.

Surnames

The whole surname is included as the first word. If there are several surnames in a business name look under the first one

Van Aston B
Va[illegible] A
Van den-Berg A
Van der bilt H
Vandyke W
Van Dyke & Wilson Ltd

Capital letters

All capital letters which begin a business name are taken as the first word.

A[illegible] Cleaners
ABC Taxi Co
Ace Sign Co
A B & G Insurance
Abrahams J B

Numbers

Numbers are found under the spelt out word.

Thompson A
Three Angels Cafe
30 Signs
Thursday Travel Agency

Special Names

Some names can occur in a long or short form. These names (Mc Mac, Mt/Mount, St/Saint) are treated as if spelt in full

Saint W
St Andrews A
Saint James Hotel
St Stephens Church
Stanley A

Ampersands, hyphens etc

Disregard these characters. Treat the name as separate words (except for surnames).

Day A B
Day & Graham Ltd
Day-Lite Doors
Day Nursery
Day/Pro Ltd
Daykin A E

Apostrophe

Disregard apostrophes, but check alternatives – what you recall as "Smith's Inn" may actually be "Smith Inn".

Smith W
Smith's Motors
Smiths Toys
Smithson A

Prefix words

Prefixes are included as part of the first word

Leather Goods Ltd
Le Cafe Francais
Ledger Supply Co
Le Guin A
Le[illegible] A B

Common abbreviations

Most common abbreviations are treated as a word

NSW Insurance
Old Ban[illegible] Co
Mr Men[illegible]

The word "The"

When a business name begins with "The" look under the next word

China Sales Ltd
China Shop The
China Toy Co

Initials

Remember that the second part of a name can be words or initials, so initials are treated as a word

Jones A
Jones A L
Jones Alfred
Jones Art Supplies
Jones A S

Spelling variations

Names can be spelt in different ways but sound the same. Spelling variations are shown at the end of these names

Reed W
Reed [illegible]
Read, Reede, Reid

Alternate names

Names such as John Smith Mo[illegible] most likely appear as [illegible] John [illegible] but could appear in both places. Check alternatives

The telephone directories seem comparatively simple to use and instructions are provided, but it costs Telecom $40,000,000 to run the directory assistance section supplying numbers of individual persons and organizations. The Directory Assistance section handled

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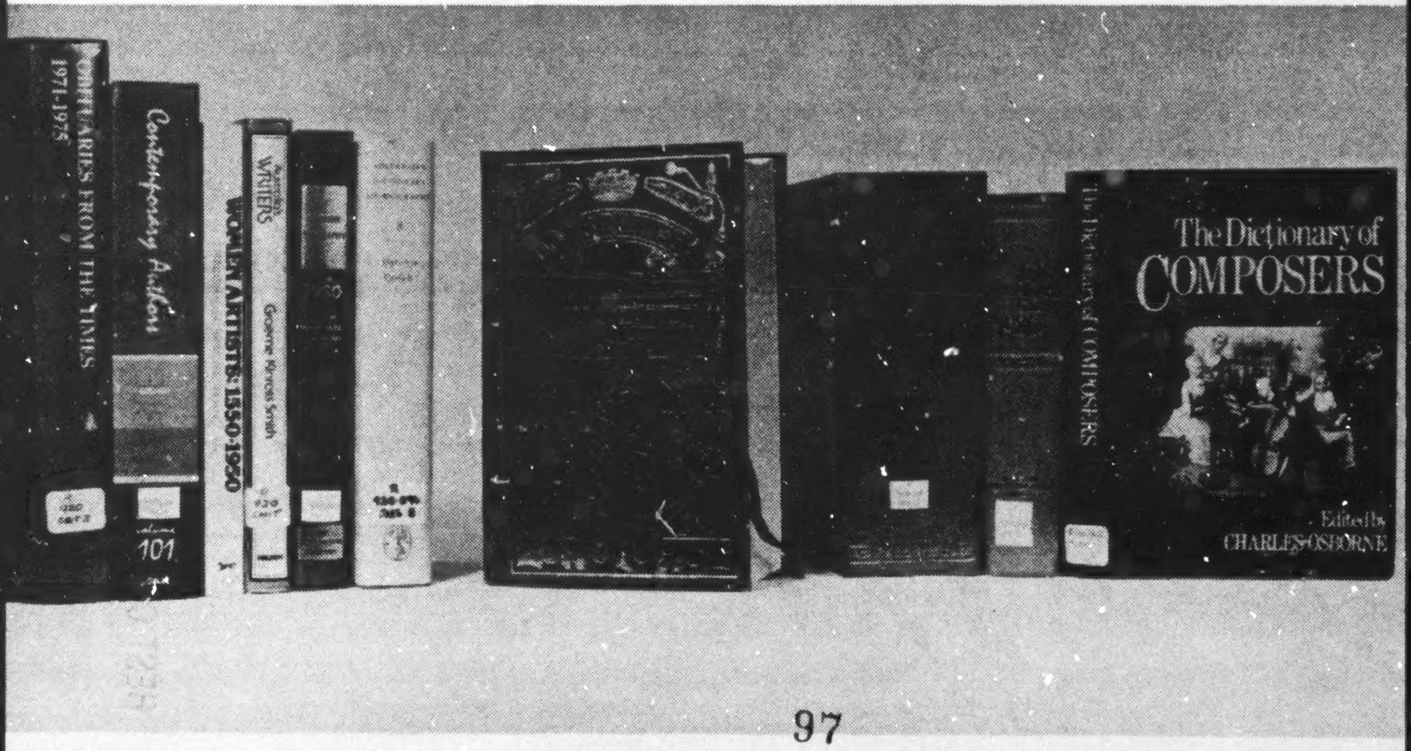
67,000,000 calls in 1981 of which it is estimated that over 70% could have been answered by effective and proper use of the directory. 30,000 changes to details of subscribers are made per week. It is obvious that many of the problems associated with the use of the directory and with its production would be solved by an electronic form of directory.

In France the Telematique programme plans to provide telephone owners with small videotex terminals so that they can directly consult the telephone directory on the French P.T.T.'s data base. This will prove cheaper and more efficient than continuing to print the telephone directories - which at the time of updating need 40% of the entries changed and therefore are always highly inaccurate. This will also solve some of the problems associated with using the directories, since alternative search methods can be used - for example, alphabetically, by profession, by street, as well as by name. A trial of this service has commenced in Ille-et-Vilaine and it is hoped to provide full national coverage by 1990.

In Australia, copies of telephone directories are available free from the Post Office. Most information agencies in Australia keep telephone directories for large cities elsewhere in the world, like London and New York. Most of the United States' telephone directories are available on microfiche from Bell and Howell.

Types of Directory

(i) Sources about people: Biographical Directories


ITUARIES FROM THE TIMES
1971-1975
Contemporary Authors
volume 101
Australian WRITERS
Graeme Kinross Smith
WOMEN ARTISTS 1550-1950
The Dictionary of COMPOSERS
The Dictionary of COMPOSERS
Edited by
CHARLES OSBORNE

If you remember the name of the western hero whose face was hidden by a black mask and who shouted "Heigh-Ho Silver Away'" as he spurred his horse over the horizon accompanied by his friend Tonto, you are several steps ahead of the bewildered characters in the television series who always pondered, "Who WAS that masked man?" In the fantasy world of western adventure an individual often functions with only a superficial knowledge of the parentage, birthplace, accomplishments and interests of the Lone Ranger and other characters with whom s/he interacts. However, in real life situations, it is often necessary to determine the key biographical facts about an individual. In accomplishing this, biographical directories can be invaluable.

Even though information found in biographical directories appears in an abbreviated form, these resources are a source of much specific information. For example, an examination of the appropriate biographical directory will reveal:

- a picture of Australian actress Kate Fitzpatrick and a list of her hobbies.
- the employment history of Margaret Trask.
- the name of the school at which Jacqueline Lee Bouvier Onassis was educated.
- a list of the husbands of Elizabeth Taylor and her phone number.
- the address of the famed ballet dancer, Rudolf Nureyev.

In short, biographical directories usually provide most of the following basic information for each entry: full name, sex, date/place of birth, summary of achievements, selected details about personal life, employment history including publications, photograph and often a bibliography. Usually an address and/or phone number is given.

Enquiries seeking biographical details are very common. Directories about people may be classified according to the country they live in, their sex or race, their occupation or profession, and whether they are living or dead. In locating information in a biographical directory, consideration of the scope of the resource is crucial. Biographical directories are also referred to as 'biographical dictionaries' and 'who's who' often appears in the title, leading to the generic use of the term.

(a) International Biographies

There are some international biographical directories. Only the really important people are included:

The international who's who. London, Europa. Claims to be international in scope.	R920.02 INT 1

McGraw-Hill encyclopedia of world biography. 12 vols. New York, McGraw-Hill. Intended primarily for children. Includes photographs or portraits and further reading.	R920.02 MACG

Another example of a source of biographical information relating to living people is:

Current biography. New York, Wilson, 1940- . 11 issues per year, with cumulations. This too is international in scope and includes more information than a biographical dictionary, with articles of several pages compiled from current newspaper and magazine articles.	R920.02 CUR 1

Most biographies are current, listing people who are alive, like the ones above, or retrospective, listing people who are dead. One such example of a retrospective biographical directory attempting universal coverage is:

Webster's biographical dictionary. Springfield, Mass., Merriam, 1976.	R920 W 1 (1969 ed.)

Biographical information about famous people who are deceased, in particular, can be found in encyclopaedias. Handbooks in specific subject areas often include details about such figures too. The information given may be more interpretative and evaluate the individual's contribution and impact on the subject area.

Because of the problems in trying to achieve international coverage, most biographies now attempt to be national in scope, or international in particular subject areas.

(b) National Biographies

Most biographical directories are restricted to particular countries.

Australia:

Notable Australians: the pictorial who's who. Sydney, Prestige Publications, 1979.	R920.094 NOTA
Who's who in Australia. Melbourne, Herald and Weekly Times. There is a new edition of this work every three years.	R920.02 WHO 1

United Kingdom:

This resource has a British emphasis but also treats selected individuals from other countries.

Who's who: an annual biographical dictionary. London, A. and C. Black.	R920.02 WHO 1

Within each country, there is usually a current biography like those listed above, and also a retrospective biography.

Australia:

Australian dictionary of biography. Melbourne, M.U.P., 1966- . In progress.	R920.094 AUS
Dictionary of Australian biography. 2 vols. Sydney, Angus & Robertson, 1949.	R920 SI-2

United Kingdom:

Dictionary of national biography. London, Smith Elder, 1908- . 22 vols. + suppls.	R920.041 DIC
Who was who. London, A. & C. Black.	

United States:

Dictionary of American biography. 21 vols. + suppls. New York, Charles Scribner's Sons, 1943.	R920.073 DIR 1-4

(c) *Subject Biographies*

There are many directories listing individuals in particular subject areas, some international in scope and others referring to particular countries only.

American men and women of science. 12th ed. N.Y., Cattell, 1971-3. Physical sciences, 6 vols.; Social and behavioral sciences, 2 vols.	R509. AME
International who's who in music and musicians' directory. 9th ed. Detroit, Mich., Gale Research, 1980.	R780.922 INTE (8th ed.)
World who's who in science. Chicago, Ill., Marquis, 1968.	R509.22 WORL

Addresses of individuals are frequently sought. The Institute of Scientific Information as a byproduct of their publications, produce:

Current bibliographic directory of the arts and sciences. Annual. Philadelphia, Pa., I.S.I. Annual: Includes alphabetical list of authors with addresses.	R509.205 CURR

Some of these are retrospective too.

Who was who in literature 1906-1934. 2 vols. Detroit, Gale Research, 1979.

(d) Occupational Biographies

Other biographical directories list individuals by their occupation or profession. Some of these are international in scope. Others restrict their coverage to particular countries or society membership.

Contemporary authors. Detroit, Gale Research, 1962- . As well as including personal details, also lists publications, and any films which may have been made of particular literary works.	R809.04 CONT
The international authors and writer's who's who. 8th ed. Cambridge, International Biographical Centre, 1977.	R809 INTE
KOSA, G.A. Biographical dictionary of Australian librarians. 2nd ed. Melbourne, Burwood State College, 1979.	R020.922 K 1
Medical directory of Australia. Sydney, Australasian Medical Publ. Co., 1978. published every 2 to 3 years	R610.5 MEDI (1978)
Who's who in Federal government. Looseleaf. Canberra, Australian Chamber of Commerce.	R354.940025 WHOS
Who's who in the theatre: a biographical record of the contemporary stage. Concise 16th ed. London, Pitman, 1978.	R798.092 WHO 1

There are some members who at birth attain a particular occupation as members of titled and illustrious families. There are special resources listing such V.I.P.'s.

Debrett's peerage and baronetage, ed. by P. Montague-Smith. London, Debrett's Peerage Ltd., 1980. (Australian edition). Contains information concerning the Royal Family, the Peerage, Privy Counsellors, Scottish Lords of Session, Baronets, Chiefs of Names and Clans in Scotland and Australian Honours List.	R929.72 DEBR

(e) Other Sources

Because there are so many biographical directories, it is often difficult to locate the appropriate one for a particular enquiry, especially if the nationality or occupation is unknown. The following is a useful guide:

Biographical dictionaries master index. 3 vols. Detroit, Gale Research, 1976.	R920.073 BIOG

Many details about individuals are contained in magazine articles, or books. The following is an index to this type of material.

Biography index: a cumulative index to R920.0016
biographical material in books and magazines. BIOG
N.Y.: Wilson, 1947- . Quarterly.

Many newspapers publish obituary columns which are a valuable source of information about deceased people. Some of these obituaries are published.

Obituaries from the Times. 1961-70, 1971-75. R920
Reading, Newspaper Archive Developments, OBIT
1975 and 1978.

Local history collections maintained by libraries, museums, and local history societies in Australia include in their files clippings on individuals, including obituaries.

Most of the resources included in this chapter relate to famous people. The current surging interest in family history and genealogy means that individuals are seeking information about 'ordinary' people. The local history collections mentioned above are useful sources. The Genealogists' Society on Observatory Hill is an invaluable information resource. A directory giving details of research being undertaken on particular family names in Australia is:

JOHNSON, K.A. and SAINTY, M.R. (Ed.) R929.39
Genealogical research directory, 1981. GENE
Sydney: Library of Australian History, 1981.

One regional work which has been published is:

Dictionary of Western Australians, 1829-1914. R920.0941
Vols. 1-3 + suppl. Nedlands, University of DICT
Western Australia, 1979-1981.
Published for the 150th anniversary of Western
Australia. Includes details of persons
resident in the state prior to 1915.
Vol. 1 covers early settlers 1829-1850;
Vol. 2 Bond 1850-1868;
Vol. 3 Free settlers 1850-1868.

There are many books telling one how to go about locating family history and listing the available resources. One such source is:

LEA-SCARLETT, Errol. Roots and branches: 929.10994
ancestry for Australians. Sydney, Collins, LEAS
1979.

(f) Evaluation of Biographical Directories

Criteria of particular importance in evaluating biographical directories are scope, including method of selection; authority or source of information; accuracy and recency. Each of these criteria will be considered in detail.

SCOPE

Broad Scope

When considering scope and method of selection ask the following questions:

- What is the scope or coverage of the resource?
- Is selection of individuals based on sound criteria, clearly stated and consistently applied?
- Is selection made by an objective organization or can individuals pay to have their names included?
- Are individuals representative of the group covered?
- Are any biases evident? For example, in a resource claiming comprehensive coverage, are only males mentioned? Are women referred to only as the wife of ....? (Many directories are now actively seeking information on women for inclusion.) Are minority groups represented?

Few biographical directories give as much detail about their scope as does the Dictionary of Australian biography in its preface.

1.	*Army and Navy*	*10*
2.	*Artists, including architects, actors, and musicians*	*130*
3.	*Governors and administrators*	*50*
4.	*Lawyers*	*69*
5.	*Literary men and women*	*137*
6.	*Notorieties*	*17*
7.	*Pioneers, explorers, pastoralists, men of business*	*161*
8.	*Politicians*	*174*
9.	*Scholars, philosophers, clergymen*	*76*
10.	*Scientists, including physicians, surgeons, and engineers*	*140*
11.	*Social reformers, philanthropists, educationists*	*53*
12.	*Sporting men (cricketers and athletes)*	*13*
		1030

The number of women included is 42.

SCOPE

Narrow Scope

Also examine the scope of each entry. How much information is included? Is there a balance? Are illustrations and bibliographies included?

AUTHORITY

How is the information obtained? This should be specified in the preface. The editor of biographical sources is responsible for making decisions about who should be included. Many sources seem inevitably to be idiosyncratic.

Notice that methods of obtaining information are clearly specified in this excerpt from Contemporary authors.

> ### Compilation Methods
>
> The editors make every effort to secure information directly from the authors through questionnaires and personal correspondence. If authors of special interest to CA users are deceased or fail to reply to requests for information, material is gathered from other reliable sources. Biographical dictionaries are checked (a task made easier through the use of Gale's *Biographical Dictionaries Master Index, Author Biographies Master Index,* and other volumes in the "Gale Biographical Index Series"), as are bibliographical sources, such as *Cumulative Book Index* and *The National Union Catalog*. Published interviews, feature stories, and book reviews are examined, and often material is supplied by the authors' publishers. All sketches, whether prepared from questionnaires or through extensive research, are sent to the authors for review prior to publication.
>
> If an author of special importance is difficult to reach, the editors sometimes engage an expert's assistance to ensure that the sketch is as complete and accurate as possible. Film critic and screenwriter Joseph McBride, for example, very generously reviewed Billy Wilder's entry and supplied his own comments for incorporation into assistant editor B. Hal May's adroitly written sidelights.
>
> Similar efforts go into the compilation of full-length entries on deceased authors of current interest to CA readers.

The necessity to double check information is important even if the prime contributor is the individual himself. The reason is that information from the biographee may be inaccurate because of modesty or exaggeration.

ACCURACY	Check the details against several sources to ensure that data given is accurate. There are very often discrepancies.
RECENCY	Check a recent career change of an individual. The content should be up-to-date at the time of publication, bearing in mind that publication delays make this virtually impossible. Also check how frequently new editions appear and whether any supplements are issued.

(ii) Organizational Directories

THE WORLD OF LEARNING 1980-81
COMMONWEALTH GOVERNMENT DIRECTORY 1980
Australia 1980
MPASS
EUROPA

(a) Characteristics and Types of Organizational Directory

An organizational directory is a list of organizations arranged either alphabetically by the name of the organization with access by the subject or concern of the organization, or classified by subject with an alphabetical index under the name. Details of the full name of the agency or organization are included with address, telephone number, names of personnel or office bearers, and function or purpose. Some directories include brief histories of the organization with the date of establishment, the activities and services provided, and publications, if any. For clubs, societies, and professional associations the number of members and eligibility for membership are usually given.

The types of directories available are as varied as the types of organizations themselves.

There are directories of clubs, professional associations, trade associations, research organizations, of institutions like libraries, hospitals, schools, universities, museums, zoos, restaurants, pubs, shops, theatres, botanical gardens, and radio stationss. There are business and trade directories, listing companies and their products. There are also directories which are guides to single organizations. Monolithic organizations like the federal and state governments have directories, and there are also some for individual government departments. Some directories list organizations in a particular industry or those relevant to a particular profession or occupation. Other directories list organizations in a particular subject area, or interest, like music. In recent years, there has been a flood of directories providing information about services available to the community, particularly those related to day-to-day living. Some of these are related to subject areas like legal services or directed towards specific groups like children, women, the elderly and the disabled.

Several characteristics which service directories tend to have in common are:

- the problem and user oriented nature of the information
- arrangement by subject
- inclusion of information which is difficult to locate elsewhere (i.e. sometimes these directories are counter-culture or anti-establishment in nature)
- a pamphlet format which may be 'amateur' in appearance because of a low budget and production by volunteer groups
- infrequent updating because of lack of funds

Whatever the type of directory, they serve similar purposes and functions - in linking an individual with an organization appropriate to his/her needs. What clubs are there for birdwatching? What is the name of a cheap Italian restaurant in the southern suburbs? What institutions teach Spanish in Sydney? Where can I get advice on my rights as a deserted wife? What government department deals with T.E.A.S.? What libraries in Sydney have the best art collections? What companies provide taped music? Which universities in the U.S.A. have management programmes? What organizations are carrying out research into funnel web spider bites? Organizational directories will provide the answers to these questions. In addition, other enquiries seeking addresses, contact persons and other details can also be answered by using directories.

The telephone directory is a good example of an organizational directory. It includes organizations in its alphabetical name sequence, and its yellow pages provide subject access to businesses, companies, associations, societies, clubs and institutions.

Many information agencies maintain their own files listing details of organizations. Many public libraries have community information files which record data concerning relevant local organizations. Community advice bureaux maintain similar files.

There are so many different types of directories that it is difficult to categorize them. The following is a select list of directories illustrating some of the variety available:

ALLEN, J. *The kids' catalogue: re/sources for learning and living in Australia*. Melbourne, Greenhouse, 1975.	R301.4310994 ALLE
Australian directory of music organizations, comp. and ed. by Eric Myers. Sydney, Australian Music Centre, 1980.	R980.60994 AUST
Australian directory of services for alcoholism and drug dependence. 1980 ed. Canberra, Australian Foundation on Alcoholism and Drug Dependence.	
The Australian research directory. C.S.I.R.O., Microfiche.	R507.20993 AUST
Australian scientific societies and professional associations; ed. by Ian A. Crump, 2nd ed. Melbourne: CSIRO, 1978.	R506.94 CRUM
The bargain shopper's guide to Sydney. Sydney: Horan, Wall and Walker, 1980.	
BISHOP, B. and PETERSEN, K. *The pink pages: a directory of women's rights in Australia*. Ringwood, Penguin, 1978.	R323.40994 BISH
Cheap eats in Sydney. Sydney: Horan, Wall and Walker, 1981.	
Children's services directory. Sydney, Council of Social Services of New South Wales, 1979.	R362.7025944 CHIL

Commonwealth government directory. Annual. Canberra, A.G.P.S.	R354.94002 COMM
Commonwealth universities yearbook, edited by H.W. Springer and T. Craig. London, Association of Commonwealth Universities. Annual. Published in several volumes, it lists universities throughout the British Commonwealth.	R378.41 COM 1
Dawsons local pink pages: Ryde, Hunters Hill 1982. Sydney, Dawson, 1982. An example of the many local directories which exist.	In lab
Directory of Australian associations, 1981/82, 2nd ed. Brisbane, Australasia Reference Research Publications, 1981.	R068.94 DIRE
Directory of community welfare services. 2 vols. Looseleaf. Sydney, Council of Social Service of New South Wales.	R362.05 DIRE
Directory of government resources for women. Canberra: A.G.P.S., 1981.	R362.830994 DIRE
Encyclopedia of associations. 16th ed. New York, Gale Research Co., 1981. 3 vols. Vol. 1: National organizations of the U.S. Vol. 2: Geographic and executive index. Vol. 3: New associations and projects.	R061.05 ENCY (1976 ed., 2 vols)
The government of New South Wales directory of administration and services: guide to the functions and services provided by state organizations. 2nd ed. Sydney, Government Information Service, 1979. Looseleaf. Undated by insertions.	R354.994 NEWS
The grants register, 1977-1979. London, St. James Press, 1976.	R378.34
Kompass Australia. 10th ed. 2 vols. Melbourne, Peter Isaacson, 1980. Vol.1: Products and Services. Vol.2: Company Information.	R338.40994 KOM 1
Migrant referral manual, compiled by the Ethnic Affairs Commission. 2nd ed. Sydney, Premier's Department, 1980.	R362.84025 NEW 1 1980
Ozarts: a guide to arts organizations in Australia. Sydney, Australia Council, 1981.	R700.6094 OZAR
Philanthropic trusts in Australia. 3rd ed. Hawthorn, Vic., Australian Council for Educational Research, 1980.	R361.70994 PHIL

Service guide: a directory of services provided by the Commonwealth government, Canberra, A.G.P.S., 1981.	R354.94002 SERV
Sydney inside info. Sydney, Horan, Wall and Walker, 1977.	R919.44 SYDN
Sydney 3000: the Sydneysiders' comprehensive directory for active living. 2nd ed. Sydney, Fact Finders, 1979. Lists clubs and societies concerned with mainly recreational activities. Four of its sections are: For writers and booklovers Nudists The gift of the gab Man's best friend	R790.10994 SYDN
WATT, G. *Directory of special libraries in Australia*. 5th ed. Sydney, L.A.A., 1982.	R026.002594 LIBR 1982
The world directory of multinational enterprises. 2 vols. London, Macmillan, 1980.	R338.88025 STOP
World of learning. 32nd ed. 2 volumes. London, Europa, 1981. Lists learned societies and major institutions of higher learning in the various countries of the world.	R378.05 WOR 1

It is difficult to find what directories are available. There are some lists published overseas.

ANDERSON, I.G. ed. Current Asian and Australian directories: a guide to directories published in or relating to all countries in Asia, Australasia and Oceania. Beckenham, CBD Research Ltd., 1978.

Current British directories. London, Library Association. R011.05 CURR

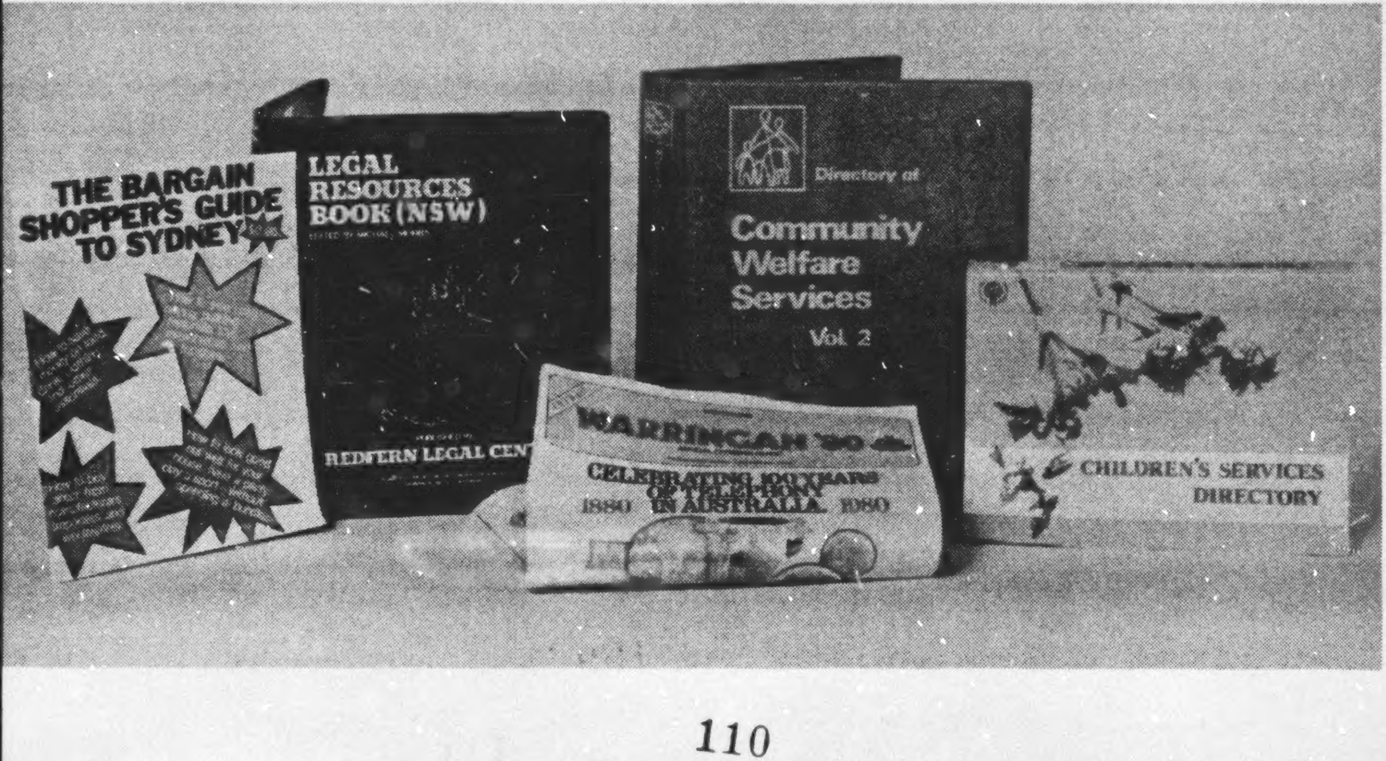
Current European directories compiled and edited by S.P. Henderson. Beckenham, Kent, CBD Research Ltd. R914.0025 HEND

International bibliography of directories. 6th ed. New York, Saur, 1978.

KLEIN, B. Guide to American directories. 10th ed. Coral Springs, Florida. B. Klein Publications.

In Australia, a list produced by the City of Sydney Public Library, while restricted to that library's holdings, is a useful guide.

Get your facts straight: a select list of Australian information sources, namely directories, for use in day-to-day living, held by the City of Sydney Public Library and its branches. Sydney, Council of the City of Sydney, 1978. R994.016 SYDN


THE BARGAIN SHOPPER'S GUIDE TO SYDNEY
LEGAL RESOURCES BOOK (NSW)
REDFERN LEGAL CENT
Directory of Community Welfare Services Vol. 2
WARRINGAH '80
CELEBRATING 100 YEARS OF TELEPHONY IN AUSTRALIA 1880 1980
CHILDREN'S SERVICES DIRECTORY

(b) Evaluation of Organizational Directories

Four important criteria for consideration are accuracy, physical format, arrangement, recency and scope.

ACCURACY	Because telephone numbers, addresses and personnel change rapidly in organizations, accuracy is of prime importance. Check answers in several directories wherever possible. If details are supplied by the organization, how are these validated?
PHYSICAL FORMAT	Many directories are available in a looseleaf format, so that changes can easily be made to the content. Many service directories are produced by small organizations with few resources, and frequently lack features normally required. The content of these usually outweighs any deficiencies in the physical format.
ARRANGEMENT	The arrangement may be alphabetical by name, subject or service. Alternative approaches should be provided by the index.
RECENCY	Updating may be accomplished in a number of ways. For example, the *Government of New South Wales; directory of administration and services* updates by means of a loose leaf format, whereas the telephone directory utilizes Directory Assistance for new and altered telephone numbers. Some directories issue supplements. Some information agencies update their own resources with annotations taken from newspaper and magazine sources. Computerized data bases may be used to update printed sources, or replace the printed version.
SCOPE	Scope or coverage can be discovered by checking the editorial policy and asking the following questions: . Were entries invited? . If so, how many of the organizations invited responded? . Do organizations pay to be included? This often happens with business directories. It is difficult for producers of organizational directories to locate all those which are relevant. Many organizations are small, lack permanent secretariats and the problems in locating them are enormous.

(iii) *Places: Locational Directories*

Some people go to extraordinary lengths to make sure an address is pinpointed exactly.

Stewart Cameron
Cherry Tree Cottage
45 Underwood Road
Healesville
Victoria
Australia
Oceania
Southern Hemisphere
Earth
Solar System
Universe

Like the addressor of this letter, locational directories have the purpose of assisting the user in determining exact locations. They answer questions beginning with "Where ...?"

THE TIMES HISTORY OF OUR TIMES
PAN AM
USA GUIDE
Atlas Fantasy
The Macmillan Guide to the UK 1978-79
CURRENT AFFAIRS ATLAS
ROAD ATLAS OF AUSTRALIA
WORLD ATLAS
Business and Tourist Guide
SOUTH EASTERN REGION

(a) Types of Locational Directory

Two common sources of locational information are maps, which present the information visually, and gazetteers, which present it in words.

All maps attempt to portray some elements of the three dimensional world on a two dimensional surface, indicating the relationships of the various features. There are many types of maps - physical, political or thematic. Some maps are intended for hanging on the wall, but most are sheet maps to be examined on a desk or table. Maps are available in various scales and sizes and for many areas, subjects and interests.

A gazetteer is a geographical dictionary, listing places (towns, cities, villages, rivers, mountains, lakes, etc.) and their locations. It includes dictionary features like standard spelling and pronunciation as well as latitude, longitude and other brief details.

Atlases combine both maps and gazetteers, since as well as containing maps they generally have indexes which facilitate the finding of information on those maps. An atlas consists of (1) collection of charts or maps representing different regions of the world or universe on a fairly uniform scale and (2) index which gives location of every place or feature on the 'maps'. Textual data may also be included.

Atlases and gazetteers may be general in scope, or they may be limited to a defined area, such as a country or city. They may refer to a particular subject (for example, economic atlas, historical atlas), or may be intended for a particular purpose (for example, road atlases, street directories).

Other locational directories are travel guides. There are many series of these. Some are for countries, or for large cities, and describe the features and give background details on places of interest. Historical data and customs are also frequently provided. Two series are Fodor and Michelin. Another source of locational information is the globe, which by imitating the shape of the earth attempts to represent it more accurately than is possible with two dimensional forms. Globes may be mounted in different ways, for example, pedestal or cradle, and are useful with certain groups of users, particularly children.

Some examples of locational directories are:

Atlas of Australian resources. Canberra, Dept. of National Development, 1952- . Many sheets + booklets.	F912.94 ATL
Australia 1:250,000 map series gazetteer. Canberra, A.G.P.S., 1975.	R919.4003 AUS 1
The Columbia Lippincott gazetteer of the world. N.Y., Columbia U. Press, 1952.	R910.3 C 1

Fodor's Japan and North Korea. London, Hodder & Stoughton, 1980.	F913.4
Gregory's national parks of New South Wales; comp. by Graham Groves, Ultimo, N.S.W., Gregory's Guides and Maps, 1976.	R919.440 GREG
Gregory's street directory of Sydney and suburbs, and metropolitan road guide. Sydney, Gregory's Guides and Maps. Updated with frequent editions.	Behind the reference desk
The international atlas. Chicago, Rand McNally, 1974.	F912 INT 1
The new Penguin world atlas, ed. by Peter Hall. Oxford, Oxford University Press, 1979.	R912 PENG
POULSEN, Michael and SPEARRITT, Peter. Sydney: a social and political atlas. Sydney, George Allen & Unwin, 1981.	R912.13059944 POU
Reader's Digest atlas of Australia. Sydney, Reader's Digest, 1977.	R912.94 READ
The Times atlas of the world. Comprehensive 5th ed. London, Times Newspapers, 1975.	
The Times atlas of world history. London, Times Books, 1978.	R911 TIME
UBD Adelaide street directory. Adelaide, Universal Business Directories. Updated with frequent editions.	
UBD business and street directory for Sydney city and suburbs. North Ryde, Universal Business Directories. Updated with frequent editions.	R919.4405 UBDS
WHITEHOUSE, David and Ruth. Archaelogical atlas of the world. London, Thames & Hudson, 1975.	R912 WHIT

(b) Evaluation of Locational Directories

Criteria of special importance when evaluating locational directories are: authority, physical format, arrangement, recency, treatment and scope. Specialized geographical or geological knowledge is often required to evaluate these sources effectively.

AUTHORITY

Several firms have good reputations as reliable map publishers. These include:

National Geographic Society
Rand McNally
Cartographic Department of Oxford University Press
John G. Bartholomew

These may be of help in checking authority. Furthermore, many atlases include detailed information as to the sources of their maps.

PHYSICAL FORMAT

The binding must be durable, and the size facilitate ease of use. Graphic details are particularly important in atlases. How effectively does the colouring indicate contour lines, country divisions and topographic details? Does the colour provide good contrast with lettering and symbols? Is a colour key provided? Is lettering clear and easy to read?

ARRANGEMENT

The table of contents is an important indicator of the arrangement within atlases. It should contain details of maps, scale used and details of additional materials. In many atlases, the country of publication frequently appears first. Instructions for use, and lists of symbols and abbreviations need to be clear and easy to find, whether they are located in the index or adjacent to the map. *The Times atlas of the world* has detailed instructions for symbols and abbreviations on a bookmark which may be moved from page to page for easy referral. The instructions should include an explanation of map projections and scale.

A good index to a locational directory is vital. Every place name should be indexed, and cross-referenced to the exact page and map, with details of latitude-longitude, and if possible grid co-ordinate information included.

There is often confusion about latitude and longitude.

Facts about Lines of Latitude	Facts about Lines of Longitude
1. are known as parallels	1. are known as meridians
2. run in an east-west direction	2. run in a north-south direction
3. measure distance north or south of the equator	3. measure distance east or west of the prime meridian
4. are parallel to one another and never meet	4. are farthest apart at the equator and meet at the poles
5. lie in planes that cross the earth's axis at right angles	5. are equal in length
6. get shorter towards the poles with only the equator being a great circle	6. are halves of great circles

An index should also include entries for variant forms and spellings of place names, for example, Firenze and Florence. Many supplementary materials like statistics are frequently included in atlases.

RECENCY

Place names, streets and boundaries change frequently. Locational directories use maps from many sources, so check the copyright date of the maps included. Compare this with the copyright date of the volume as a whole. In addition, check revision dates, and the extent of revision from the preface. Some clues will be dates of any statistics included, and indications of recent country name changes.

TREATMENT

Two aspects of importance in treatment are the scale used and the method of projection.

The scale, or ratio of the size of the map to the area represented should be appropriate to the content of the map. For example, the Sahara Desert requires a different scale of presentation than the Netherlands. Check that the map scale for each map is readable, consistent, clearly marked and easily understood. Too much variation of scale within an atlas causes confusion, and does not permit easy comparisons of different maps depicting different parts of the world.

The Times atlas of the world discusses the problems encountered with map projections:

A variety of projections is used for the maps in the atlas. No atlas map can represent exactly the spherical surface of the Earth because it is impossible to project the surface of a sphere onto a flat sheet of paper without some kind of distortion. The problem is the same as attempting to wrap an orange in a sheet of paper. It cannot be done without folding or cutting. It is equally impossible to spread the unbroken peel of an orange out flat. Map projections, therefore, make some sort of compromise. Some, like Mercator's projection with its vast Greenland and tiny India, preserve the shapes but not the area values. Others preserve areas but deform the shapes. Still others retain correct scale along certain directions but discard other properties. Projections in this atlas are selected to suit the particular topic or area covered.

SCOPE

In examining the broad scope of a locational directory, one should check for balance of the countries covered. There is frequently expected bias to the country in which the directory is published, for example, U.K. or U.S. but there is also lack of attention paid to smaller countries, like Australia, and to the underdeveloped countries. The number of naps included should be noted.

Study Questions and Exercises

1. Examine the following extracts from different types of directory. Label each item identifying whether it comes from a biographical, organizational, or locational directory.

5. Sex 135

Under Eighteen 135

Contraception 136

Natural Birth Control 143

Abortion 147

Prostitution 157

Lesbianism 158

Rape 159

Source: Pink pages: a directory of women's rights in Australia

1. ______________________________

Name	*Code*	*Latitude*	*Longitude*	*Map*	*State*
8 MILE CREEK	STRM	24 07	150 14	SG 56 01	QLD
8 MILE CREEK	STRM	21 54	149 06	SF 55 08	QLD
8 MILE CREEK	STRM	22 33	149 52	SF 55 12	QLD
8 MILE CREEK	STRM	22 09	149 13	SF 55 12	QLD
8 MILE DAM	DAM	23 42	134 06	SF 53 14	NT
8 MILE GAP	PASS	23 48	133 10	SF 53 13	NT
8 MILE GULLY	GLLY	25 24	149 26	SG 55 08	QLD
8 MILE SOAK	SOAK	22 [illegible]6	132 44	SF 53 09	NT
8 MILE SPRING	SPRG	33 54	116 13	SI 50 06	WA
8 MILE WATERHOLE	WTRH	20 41	137 42	SF 53 04	NT
8 MILE WATERHOLE	WTRH	24 01	146 47	SG 55 02	QLD
8 MILE WELL	WELL	22 08	133 57	SF 53 10	NT
8 MILE WELL	WELL	22 24	144 11	SF 55 09	QLD
8 MILE YARD	YD	21 09	135 20	SF 53 07	NT

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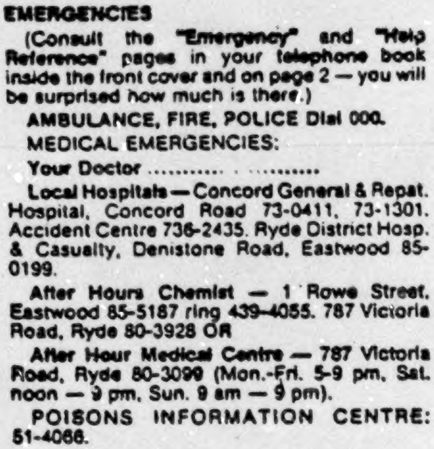
Source: Australia 1:250,000 map series gazetteer

2. ______________________________



EMERGENCIES

(Consult the "Emergency" and "Help Reference" pages in your telephone book inside the front cover and on page 2 — you will be surprised how much is there.)

AMBULANCE, FIRE, POLICE Dial 000.

MEDICAL EMERGENCIES:

Your Doctor ....

Local Hospitals — Concord General & Repat. Hospital, Concord Road 73-0411, 73-1301. Accident Centre 736-2435. Ryde District Hosp. & Casualty, Denistone Road, Eastwood 85-0199.

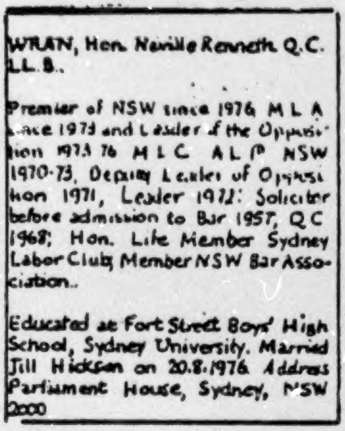
After Hours Chemist — 1 Rowe Street, Eastwood 85-5187 ring 439-4055. 787 Victoria Road, Ryde 80-3928 OR

After Hour Medical Centre — 787 Victoria Road, Ryde 80-3099 (Mon.-Fri. 5-9 pm, Sat. noon — 9 pm, Sun. 9 am — 9 pm).

POISONS INFORMATION CENTRE: 51-4066.

Source: Ryde citizen's guide, 1979-80.

3. ____________________



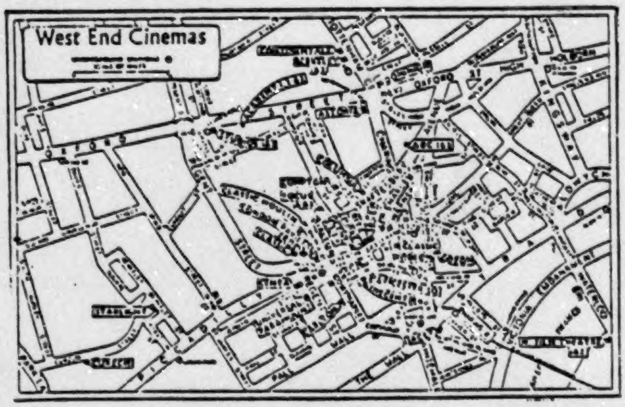
WRAN, Hon. Neville Kenneth Q.C. LL.B..

Premier of NSW since 1976, M L A since 1973 and Leader of the Opposition 1973-76, M L C A L P NSW 1970-73, Deputy Leader of Opposition 1971, Leader 1972; Solicitor before admission to Bar 1957, Q C 1968; Hon. Life Member Sydney Labor Club; Member NSW Bar Association..

Educated at Fort Street Boys' High School, Sydney University. Married Jill Hickson on 20.8.1976. Address Parliament House, Sydney, NSW 2000

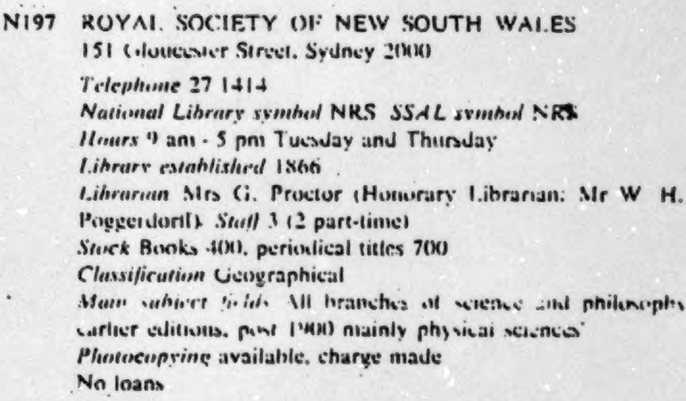
Source: Notable Australians

4. ____________________



Source: London A-Z

5. ____________________



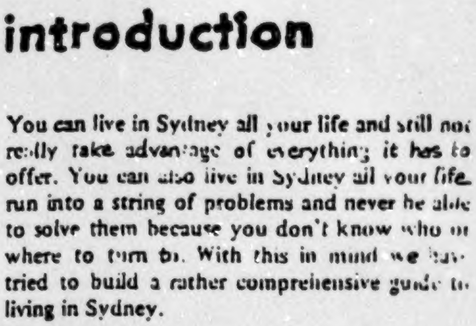
N197 ROYAL SOCIETY OF NEW SOUTH WALES
151 Gloucester Street, Sydney 2000

Telephone 27 1414
National Library symbol NRS *SSAL symbol* NRS
Hours 9 am - 5 pm Tuesday and Thursday
Library established 1866
Librarian Mrs G. Proctor (Honorary Librarian: Mr W. H. Poggendorff) *Staff* 3 (2 part-time)
Stock Books 400, periodical titles 700
Classification Geographical
Main subject fields All branches of science and philosophy earlier editions, post 1900 mainly physical sciences
Photocopying available, charge made
No loans

Source: Directory of special libraries in Australia. 4th ed.

6. ____________________

COPY MADE ON BEHALF
OF K.C.A.E.
3 - AUG 1981
FOR TEACHING PURPOSES



introduction

You can live in Sydney all your life and still not really take advantage of everything it has to offer. You can also live in Sydney all your life, run into a string of problems and never be able to solve them because you don't know who or where to turn to. With this in mind we have tried to build a rather comprehensive guide to living in Sydney.

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BEST CO

Source: Sydney inside information

7. ____________________

2. Directories are arranged in a number of ways, for example: by subject, by geographical location, and alphabetically by a person or organization's name. Examine one biographical and one organizational directory from those listed on pages

(a) Give the title you have chosen.

TITLE A TITLE B

(b) Describe the arrangement and evaluate its effectiveness.

(c) How is the information collected for the directory?

(d) Where else could you find some of the same information you can get from the directory?

3. Scope is an essential consideration when evaluating directories. In every directory the nature of the entries included should be described. Read the criteria for inclusion as stated by the following subject-oriented biographical directory.

> The criteria for inclusion in *American Men and Women of Science* remain the same as in previous editions of *American Men of Science:*
>
> 1. Achievement, by reason of experience and training, of a stature in scientific work equivalent to that associated with the doctoral degree, coupled with presently continued activity in such work; or
> 2. Research activity of high quality in science as evidenced by publication in reputable scientific journals; or, for those whose work cannot be published because of governmental or industrial security, research activity of high quality in science as evidenced by the judgment of the individual's peers; or
> 3. Attainment of a position of substantial responsibility requiring scientific training and experience to the extent described for (1) and (2).

> The editors have used their best efforts to include all material submitted within the scope of the established format, but no legal responsibility can be assumed for accidental omissions or errors. It is no longer practical to continue inclusion of biographees who have submitted no new information during the past ten years, nor those who did not return forms for this edition (unless confirmation of current activity was found). These exclusions are additional to the normal omissions of inactive emeriti and those in retirement or private practice. In no case will referrals to data in the previous edition be made. A separate necrology is shown in this volume in place of the alphabetical listing used heretofore.

Source: American men and women of science. 12th ed.

Based on the criteria for selection of entries which is provided, will this resource be:

(1) authoritative?

(2) complete?

(3) objective?

Explain:

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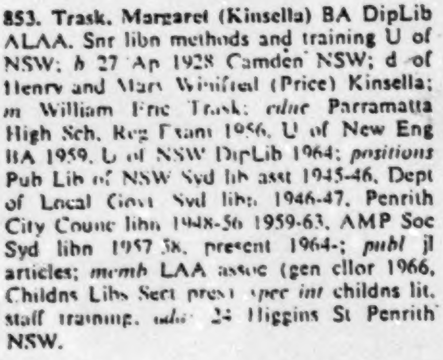
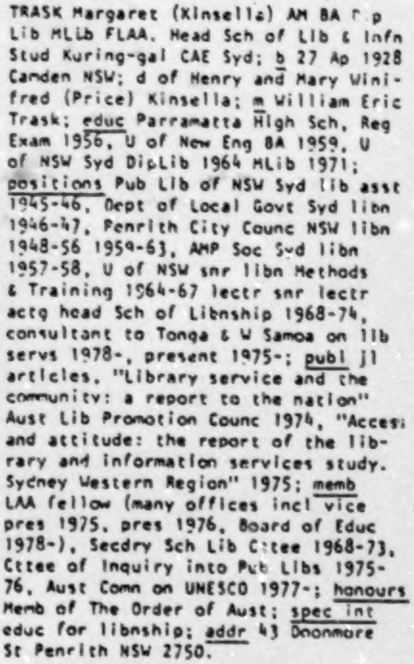
4. Accuracy in directories may be affected by several factors, including recency and the scope of each entry. Examine the following entries for Margaret Trask:



853. Trask. Margaret (Kinsella) BA DipLib ALAA. Snr libn methods and training U of NSW; *b* 27 Ap 1928 Camden NSW; d of Henry and Mary Winifred (Price) Kinsella; *m* William Eric Trask; *educ* Parramatta High Sch, Reg Exam 1956, U of New Eng BA 1959, U of NSW DipLib 1964; *positions* Pub Lib of NSW Syd lib asst 1945-46, Dept of Local Govt Syd libn 1946-47, Penrith City Counc libn 1948-56 1959-63, AMP Soc Syd libn 1957-58, present 1964-; *publ* jl articles; *memb* LAA assoc (gen cllor 1966, Childns Libs Sect pres) *spec int* childns lit, staff training, *addr* 24 Higgins St Penrith NSW.

KOSA's Who's who in Australian Libraries, 1968 ed.



TRASK Margaret (Kinsella) AM BA Dip Lib MLib FLAA. Head Sch of Lib & Infn Stud Kuring-gai CAE Syd; b 27 Ap 1928 Camden NSW; d of Henry and Mary Winifred (Price) Kinsella; m William Eric Trask; educ Parramatta High Sch, Reg Exam 1956, U of New Eng BA 1959, U of NSW Syd DipLib 1964 MLib 1971; positions Pub Lib of NSW Syd lib asst 1945-46, Dept of Local Govt Syd libn 1946-47, Penrith City Counc NSW libn 1948-56 1959-63, AMP Soc Syd libn 1957-58, U of NSW snr libn Methods & Training 1964-67 lectr snr lectr actg head Sch of Libnship 1968-74, consultant to Tonga & W Samoa on lib servs 1978-, present 1975-; publ jl articles, "Library service and the community: a report to the nation" Aust Lib Promotion Counc 1974, "Access and attitude: the report of the library and information services study. Sydney Western Region" 1975; memb LAA fellow (many offices incl vice pres 1975, pres 1976, Board of Educ 1978-), Secdry Sch Lib Cttee 1968-73, Cttee of Inquiry into Pub Libs 1975-76, Aust Comn on UNESCO 1977-; honours Memb of The Order of Aust; spec int educ for libnship; addr 43 Doonmore St Penrith NSW 2750.

KOSA's Biographical Dictionary of Australian Libraries 1979.

(Notice the title of this directory has changed).

Does the second entry from the KOSA directory evidence updating? In what ways?

Be aware that directories may not always be referred to by this term. For example, KOSA's Biographical Dictionary of Australian Librarians IS a directory and NOT a dictionary because of the nature of the information it contains. In short, do not judge a book by its TITLE, rather examine the contents and then decide for yourself.

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5. Choose a locational directory.

   (a) Give the title.

   (b) How up-to-date is this resource?

   (c) What scales have been mostly used?

   (d) Is there any bias in the countries covered?

   (e) How effective is the colouring used?

6. Using the appropriate biographical, organizational, or locational directory, locate answers to the following questions:

   (i) What is the latitude and longitude of Lindfield, N.S.W.?

   (ii) If a member of your family suffered from multiple sclerosis, where could they receive aid in N.S.W.?

   (iii) Who makes the product, "Cool Charm"?

(iv) Where did Kerry Packer go to school?

(v) What libraries in Sydney specialise in agricultural information resources .

(vi) What government body has responsibility for migrants in N.S.W.?

(vii) Where is Thundapurty Waterhole?

(viii) How many fellowships does the Winston Churchill Memorial Trust (Australia) award annually?

(ix) Where was Benjamin Disraeli born?

(x) What is the address and telephone number of the N.S.W. Deaprtment of Youth and Community Services?

(xi) Who is the present King of Nepal?

(xii) Who is the Chairman of East West Airlines and what is the authorized capital?

Further Reading

Biographical Directories

1. CHENEY, F.N. and WILLIAMS, W.J. Fundamental reference resources. 2nd ed. Chicago, A.L.A., 1980. pp. 92-123.
2. GATES, Jean Kay. Guide to the use of books and libraries. 3rd ed. N.Y., McGraw-Hill, 1974. pp. 101-110.
3. KATZ, W.A. Introduction to reference work. 3rd ed., Vol.1, N.Y., McGraw-Hill, 1978. pp. 229-263.
4. KATZ, Bill and TARR, Andrea. Reference and information services: a reader. Metuchen, N.J., Scarecrow, 1978. pp. 410-418.
5. KATZ, William. Your library: a reference guide. N.Y., Holt, Rinehart and Winston, 1979. pp. 60-67.
6. MACDONALD, B.I. "Biographical reference works" in HIGGENS, Gavin ed. Printed reference material. London, Library Association, 1981.
7. SHEEHY, E.P. Guide to reference books. 9th ed. Chicago, American Library Association, 1976. pp. 209-233.

Organizational

1. KATZ, William Introduction to reference work. 3rd ed. Vol. 1. N.Y., McGraw-Hill, 1978. pp. 213-227.
2. KATZ, William Your library: a reference guide. N.Y., Holt, Rinehart & Winston, 1979. pp. 73-75.

Locational

1. KATZ, William Introduction to reference work. 3rd ed. Vol. 1. N.Y., McGraw-Hill, 1978. pp. 299-320.
2. KATZ, William Your library. pp. 75-77.
3. KATZ, Bill and TARR, Andrea Reference and information services: a reader. Metuchen, N.J., Scarecrow, 1978. pp. 433-443.

4. CHENEY, F.N. and WILLIAMS, W.J. Fundamental reference resources, 2nd ed. Chicago, A.L.A., 1980. pp.264-313

5. NICHOLS, H. "Maps, atlases and gazetteers" in HIGGINS, Gavin, ed. Printed reference material. London, Library Association, 1980. pp.229-254.

6. WALSH, S.P. General world atlases in print. New York, Bowker.

Answers to test on pages pp.83-84

1. Organizational directory, such as Legal Resources Book (N.S.W.).
2. Sydney telephone directory - yellow pages.
3. Organizational directory - such as: Cheap eats in Sydney
4. Sydney telephone directory or Dawsons local pink pages: Ryde Hunter's Hill.
5. Locational directory, such as UBD and Gregory's street directories of Sydney.
6. Biographical directory, perhaps Notable Australians or Who's who in Australia
7. Organizational directory, such as the latest Dawsons local pink pages: Ryde Hunter's Hill
8. Organizational directory, such as Directory of Australian Associations, or Sydney 3000
9. Organizational directory, such as Directory of Australian Associations.
10. Sydney telephone directory.
11. Locational directory, such as an atlas (i.e. The Times atlas of the world).